

***Board of Trustees
Meeting***

November 7, 2016

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet at 5:30 p.m., Monday, November 7, 2016, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Update on 2015 Bond Architect Project Assignments**
- IV. Review of Financial Impact and Performance Data of Athletic Programs and Consider Future Status of Such Programs**
- V. Review Public Hearing Process**
- VI. General Discussion of Meeting Items**
- VII. Calendar Review**
- VIII. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087– To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, November 4, 2016, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, November 7, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
- V. Student Success Presentations**
 - SACSCOC Self Study Process update Chris Duke
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statement
 - B. San Jacinto College Foundation Financial Statement
 - C. Capital Improvement Program
 - D. San Jacinto College Building Committee Minutes
 - E. San Jacinto College Finance Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Sheldon Early College High School Memorandum of Understanding**
- XI. Consideration of Approval of Closure of Four Athletic Programs in NJCAA Division 1 Sports: Men's Basketball, Women's Basketball, Men's Soccer, and Women's Volleyball, Effective May 31, 2018**

PURCHASING REQUESTS

- XII. Consideration of Purchasing Requests**

CONSENT AGENDA

XIII. Consent Agenda

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

- A. Approval of the Minutes for the October 10, 2016 Board Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the October 3, 2016 Public Hearing**
- C. Approval of the Budget Transfers**
- D. Approval of Personnel Recommendations and Educational Advancement Incentives**
- E. Approval of the Affiliation Agreements**
- F. Approval of the Next Regularly Scheduled Meeting**

XIV. Items for Discussion/Possible Action

(Items removed from the Consent Agenda, will be considered at this time)

XV. Adjournment

Closed Session Authority

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Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

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Section 551.087– To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the

College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

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Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position - PRELIMINARY
September 30,

<u>Assets</u>	<u>2017</u>	<u>2016</u>
Current assets:		
Cash and cash equivalents	\$ 68,402,854	69,357,025
Investments	-	3,446,452
Accounts receivable - taxes	3,877,315	3,274,015
Accounts receivable	8,854,624	9,267,599
Deferred charges	1,259,599	1,376,300
Inventories	443,645	462,236
Total current assets	<u>82,838,037</u>	<u>87,183,627</u>
Noncurrent assets:		
Restricted cash and cash equivalents	202,951,049	84,763,641
Restricted investments	-	-
Other long term investments	-	-
Capital assets, net	384,599,124	384,420,192
Total noncurrent assets	<u>587,550,173</u>	<u>469,183,833</u>
Total assets	<u>670,388,210</u>	<u>556,367,460</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	<u>4,542,533</u>	<u>-</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	8,301,085	9,070,676
Accrued liabilities	2,434,441	1,759,995
Accrued compensable absences and deferred compensation	2,612,623	2,592,077
Deferred revenues	187,097	948,974
Total current liabilities	<u>13,535,246</u>	<u>14,371,722</u>
Noncurrent liabilities:		
Net pension liability	24,842,147	-
Bonds and notes payable	478,374,238	338,119,142
Total noncurrent liabilities	<u>503,216,385</u>	<u>338,119,142</u>
Total liabilities	<u>516,751,631</u>	<u>352,490,864</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>7,599,287</u>	<u>-</u>
<u>Net assets</u>		
Beginning of year	\$ 137,745,497	191,789,991
Current year addition	12,834,328	12,086,605
Total net position - PRELIMINARY	<u>150,579,825</u>	<u>\$ 203,876,596</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 46,488,413	\$ 5,210,638	11.21	\$ 5,169,241	11.40
Local Taxes - Maintenance & Operations	63,146,546	210,701	0.33	(41,756)	-0.07
Local Taxes - Debt Service	27,502,805	83,956	0.31	55,224	0.25
Credit Tuition	45,805,983	19,630,798	42.86	18,076,162	43.88
Credit Fees	15,571,302	6,334,406	40.68	5,256,119	38.94
Credit Exemptions & Waivers	(4,129,096)	(2,173,820)	52.65	(1,720,307)	43.91
Bad Debt	(2,350,779)	(195,898)	8.33	(67,667)	8.25
Continuing Professional Development	5,573,314	842,876	15.12	1,115,552	15.35
Sales & Services	1,717,933	168,797	9.83	193,680	7.98
Investment Income	105,979	83,890	79.16	21,796	3.94
Auxiliary Services	3,373,075	536,277	15.90	511,101	15.07
Grants	59,508,809	15,905,754	26.73	16,558,666	34.02
Local Grants	1,907,354	900,960	47.24	849,639	35.56
Total	<u>264,221,638</u>	<u>47,539,335</u>	<u>17.99</u>	<u>45,977,450</u>	<u>18.87</u>
EXPENDITURES:					
Instruction	67,821,792	6,158,148	9.08	6,064,798	8.75
Public Service	4,864,957	234,654	4.82	490,553	7.16
Academic Support	22,556,229	1,289,817	5.72	1,142,746	7.13
Student Services	15,358,505	814,490	5.30	772,765	5.37
Institutional Support	79,946,042	6,168,577	7.72	4,796,582	8.30
Physical Plant	17,993,507	790,624	4.39	878,053	4.95
Scholarships and Fellowships	51,189,967	17,370,251	33.93	17,882,277	37.82
Auxiliary Enterprises	4,490,639	596,727	13.29	627,704	14.01
Depreciation	20,351,251	1,281,719	6.30	1,253,277	7.87
Capital Purchases	-	-	-	(17,910)	1.23
Total	<u>284,572,889</u>	<u>34,705,007</u>	<u>12.20</u>	<u>33,890,845</u>	<u>13.65</u>
TRANSFERS AMONG FUNDS:					
Transfers In	4,039,363	74,196	-	8,370	-
Transfers Out	(4,039,363)	(74,196)	-	(8,370)	-
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ 12,834,328</u>		<u>\$ 12,086,605</u>	

Subject to Change - Pending Final Audit

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 4,370,371	11.98	\$ 4,378,372	12.26
Local Taxes - Maintenance & Operations	63,146,546	210,701	0.33	(41,756)	-0.07
Credit Tuition	44,078,601	18,813,763	42.68	17,330,010	43.98
Credit Fees	15,571,302	6,334,406	40.68	5,256,119	38.94
Credit Exemptions & Waivers	(4,129,096)	(2,173,820)	52.65	(1,720,307)	43.91
Bad Debt	(2,350,779)	(195,898)	8.33	(67,667)	8.25
Continuing Professional Development	5,573,314	842,876	15.12	1,115,552	15.35
Sales & Services	1,717,933	155,146	9.03	187,871	8.23
Investment Income	105,979	16,356	15.43	8,419	5.78
Total	<u>160,200,213</u>	<u>28,373,901</u>	<u>17.71</u>	<u>26,446,613</u>	<u>17.10</u>
EXPENDITURES:					
Instruction	66,359,278	5,708,396	8.60	5,659,411	8.77
Public Service	4,558,491	200,658	4.40	458,448	7.42
Academic Support	14,055,111	1,091,959	7.77	998,110	8.34
Student Services	14,991,771	718,628	4.79	694,714	5.38
Institutional Support	38,202,692	4,313,109	11.29	3,005,732	7.71
Physical Plant	17,993,507	790,624	4.39	878,053	4.95
Total	<u>156,160,850</u>	<u>12,823,374</u>	<u>8.21</u>	<u>11,694,468</u>	<u>7.68</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	(4,039,363)	(74,196)	-	(8,370)	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 15,476,331</u>		<u>\$ 14,743,775</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

Federal Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/15	% of 8/31/16 Actual
REVENUES:					
Grants	\$ 55,934,423	\$ 15,362,222	27.46	\$ 15,847,636	34.47
Total	<u>55,934,423</u>	<u>15,362,222</u>	<u>27.46</u>	<u>15,847,636</u>	<u>34.47</u>
EXPENDITURES:					
Instruction	495,609	13,709	2.77	41,297	7.83
Public Service	63,079	14,669	23.25	9,916	4.81
Academic Support	8,218,981	108,977	1.33	78,860	2.99
Student Services	281,491	18,102	6.43	16,005	5.43
Institutional Support	1,325,385	58,161	4.39	70,074	6.06
Scholarships and Fellowships	45,549,878	15,148,604	33.26	15,631,484	37.99
Total	<u>55,934,423</u>	<u>15,362,222</u>	<u>27.46</u>	<u>15,847,636</u>	<u>34.47</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

State Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/15	% of 8/31/16 Actual
REVENUES:					
State Paid Benefits	\$ 10,002,000	\$ 840,267	8.40	\$ 790,869	8.20
Grants	3,574,386	543,532	15.21	711,030	26.33
Total	<u>13,576,386</u>	<u>1,383,799</u>	<u>10.19</u>	<u>1,501,899</u>	<u>12.17</u>
EXPENDITURES:					
Instruction	900,032	436,043	48.45	357,796	8.65
Public Service	11,012	18,904	171.67	13,784	4.70
Academic Support	100,000	73,792	73.79	47,454	3.88
Student Services	55,897	77,760	139.11	57,407	5.04
Institutional Support	10,303,338	265,334	2.58	344,673	10.31
Scholarships and Fellowships	2,206,107	511,966	23.21	680,785	30.82
Total	<u>13,576,386</u>	<u>1,383,799</u>	<u>10.19</u>	<u>1,501,899</u>	<u>12.17</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

Local Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/15	% of 8/31/16 Actual
REVENUES:					
Local Grants	\$ 1,907,354	\$ 900,960	47.24	\$ 849,639	35.56
Total	<u>1,907,354</u>	<u>900,960</u>	<u>47.24</u>	<u>849,639</u>	<u>35.56</u>
EXPENDITURES:					
Instruction	66,873	-	0.00	5,844	7.15
Public Service	232,375	423	0.18	8,405	4.88
Academic Support	182,137	15,089	8.28	18,322	9.03
Student Services	29,346	-	-	4,639	8.83
Institutional Support	28,570	52	0.18	1,095	1.74
Scholarships and Fellowships	1,706,600	876,229	51.34	797,426	39.70
Total	<u>2,245,901</u>	<u>891,793</u>	<u>39.71</u>	<u>835,731</u>	<u>32.38</u>
TRANSFERS AMONG FUNDS:					
Transfers In	338,547	13,746	-	8,370	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 22,913</u>		<u>\$ 22,278</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,727,382</u>	<u>\$ 817,035</u>	<u>47.30</u>	<u>\$ 746,152</u>	<u>41.62</u>
Total	<u>1,727,382</u>	<u>817,035</u>	<u>47.30</u>	<u>746,152</u>	<u>41.62</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,727,382</u>	<u>833,452</u>	<u>48.25</u>	<u>772,582</u>	<u>40.16</u>
Total	<u>1,727,382</u>	<u>833,452</u>	<u>48.25</u>	<u>772,582</u>	<u>40.16</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ (16,417)</u></u>		<u><u>\$ (26,430)</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Service	<u>\$ -</u>	<u>\$ 13,651</u>	<u>-</u>	<u>\$ 5,809</u>	<u>4.04</u>
Total	<u>-</u>	<u>13,651</u>	<u>-</u>	<u>5,809</u>	<u>4.04</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>-</u>	<u>-</u>	<u>450</u>	<u>2.33</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>450</u>	<u>2.33</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 13,651</u></u>		<u><u>\$ 5,359</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
REVENUES:					
Sales & Services	\$ 40,000	\$ 3,827	-	\$ 5,948	5.06
Auxiliary Services	<u>3,333,075</u>	<u>532,450</u>	<u>15.97</u>	<u>505,153</u>	<u>15.43</u>
Total	<u>3,373,075</u>	<u>536,277</u>	<u>15.90</u>	<u>511,101</u>	<u>15.07</u>
EXPENDITURES:					
Non-Instructional Labor	830,891	44,924	5.41	52,951	5.80
Benefits	143,552	37,187	25.90	38,279	8.68
Supplies	1,643,670	70,157	4.27	88,913	13.23
Travel	257,083	7,989	3.11	25,604	4.94
Contracted Services	418,467	23,657	5.65	28,480	8.45
Scholarships and Fellowships	1,181,426	410,452	34.74	392,253	25.00
Utilities	<u>15,550</u>	<u>2,361</u>	<u>15.18</u>	<u>1,224</u>	<u>5.44</u>
Total	<u>4,490,639</u>	<u>596,727</u>	<u>13.29</u>	<u>627,704</u>	<u>14.01</u>
TRANSFERS AMONG FUNDS:					
Transfers In	1,117,564	60,450	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (116,603)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

95 Retirement of Indebtedness

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/15	% of 8/31/16 Actual
REVENUES					
Investment Income	\$ -	\$ 67,534	-	\$ 13,377	3.28
Local Taxes - Debt Service	27,502,805	83,956	0.31	55,224	0.25
Total	27,502,805	151,490	-	68,601	0.30
EXPENDITURES					
Institutional Support	30,086,057	1,531,921	5.09	1,375,008	9.66
Total	30,086,057	1,531,921	5.09	1,375,008	9.66
TRANSFERS AMONG FUNDS:					
Transfers In	2,583,252	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ (1,380,431)		\$ (1,306,407)	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/15</u>	<u>% of 8/31/16 Actual</u>
EXPENDITURES					
Depreciation	\$ 20,351,251	\$ 1,281,719	6.30	\$ 1,253,277	7.87
Capital Purchases	-	-	-	(17,910)	1.23
Total	<u>20,351,251</u>	<u>1,281,719</u>	<u>-</u>	<u>1,235,367</u>	<u>8.54</u>
Net Increase (Decrease) in Net Position	<u>\$ (20,351,251)</u>	<u>\$ (1,281,719)</u>		<u>\$ (1,235,367)</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the One Month Ended September 30, 2016

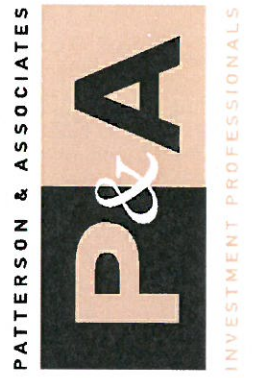
91 Capital Projects

	Adjusted Budget	Actual (8.33%)	9/30/15
REVENUES:			
Investment Income	\$ -	\$ -	-
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	216,495	4,307
Total	-	216,495	4,307
Net Increase (Decrease) in Net Position	\$ -	\$ (216,495)	\$ (4,307)



Monthly Investment Report

September 30, 2016



Good. But Not Good Enough

PATTERSON & ASSOCIATES



Central banks in the last month have again taken a wait and see view regarding global economies. Britain, Japan and now the US banks have stayed the course and maintained an accommodative stance in the markets. The world's economies have been growing at a slow pace but the banks appear to be giving it at least one more quarter before anyone actually pulls the rate trigger.

The European Central Bank (ECB) surprised everyone this month in stating that they didn't even discuss easing. They are well over the € 1 trillion mark in purchases under their quantitative easing plan. And Japan moved to steepen their yield curve. Add that to the Fed's Presidents' insinuations that "the case for an increase in the federal funds rate has strengthened," the market is anticipating a rate hike at the December 14th meeting with near 60% odds (*Bloomberg*).

However the Fed also insinuated a hike earlier this summer yet chose to take no action this month.

All the central banks appear to be doing a *rethink* of the easing solution which has had little direct impact for years. The mixed bag of data coming over the summer as a whole has made it difficult to raise votes on the FOMC to raise rates even if they want to.

The conversation depends greatly on which side of the Fed's objective conundrum is viewed and weighted more heavily. If the employment side of the equation is emphasized a strong argument for a rate hike can be made. Nonfarm payrolls fell dramatically in August (151k) after a robust July (275k) but personal income remained steady and wage pressure is actually climbing in some sectors of the economy. The drop brought out hawkish statements and concerns but the monthly average has stayed positive.

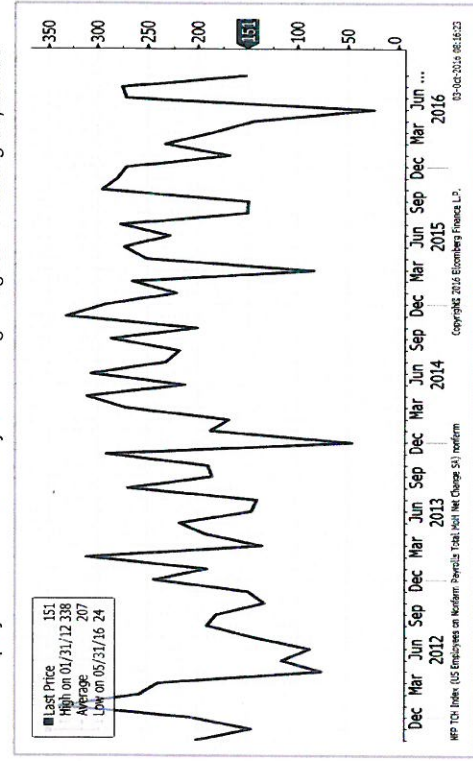
If, on the other hand, the Committee over-weights the growth and slow manufacturing sector, coupled with consumer reticence, then we will have another long stretch of waiting and anticipating before a rate hike occurs.

The Committee is as confused as the markets because economic numbers continue to be disappointing, but generally paint a stable and slow growth pattern. One interesting view to a possible 2016 hike is the increased rate at which other central banks are reducing their treasury holdings in lieu of purchases in their domestic markets. A sure sign they do not want to be holding treasuries as rates jump after a hike.

Manufacturing has to be particularly troubling. Manufacturers of international goods continue to fight a strong dollar counter-current. And, manufacturers of domestically traded goods face a consumer who has decided it is better to save then spend. Both industrial production and capacity utilization (which needs an 80% push to get new facilities built and employees hired) remains stubbornly below the 80% range.

Consumers' spending patterns have been erratic from the pre-school push in August to moderation in September. They are saving not buying.

US Employees on Nonfarm Payrolls through August – Awaiting September



Further Confirmation Needed

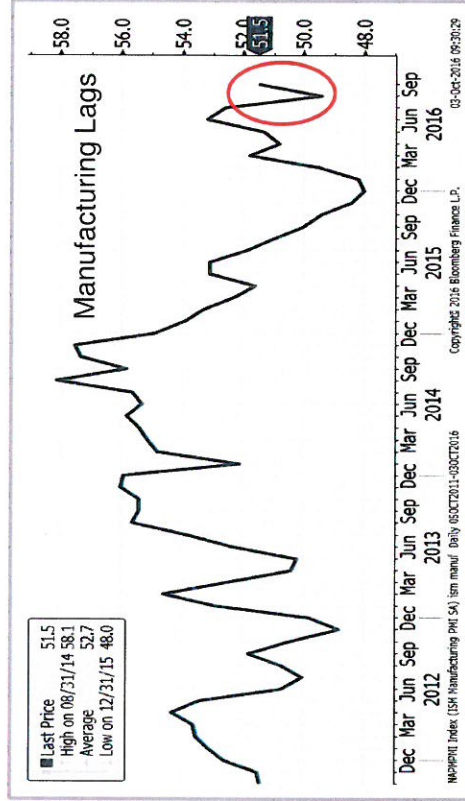
Key to central bank considerations is their goal of inflation, which is not getting much closer to the US's 2% target rate.

In line with expectation, the core PCE, which is the Fed's primary data point for inflation, did rise slightly this month to a 1.7% YOY rate. CPI rose on health care costs and rents. Annual PPI remains unchanged. Overall however inflation continues to lag

A September Algiers meeting of OPEC and Russia did temporarily help the inflation picture by pushing prices higher. The participants indicated intentions to cap production which would raise prices but this was not an official OPEC meeting. Seen as a sign of weakness by the Saudis and Russia who are being hurt by low prices, the market initially took oil to \$50/ barrel but skepticism over the will and effectiveness of the deal reduced oil back to its month-long average in the mid-\$40s. Alternatively, OPEC may have created its own downside oil price risk. Failing to follow-through may drop prices again. We need to wait for the full OPEC to meet next month.

Naturally a major disruptor of the markets is the upcoming elections (now less the 36 days away). The first of three debates failed to move markets since details on both sides were lacking but the ongoing furor has heightened uncertainty which never encourages spending or production.

In another sector, speculation over the health of a major European bank and the reputation of a major domestic one sent stock markets on a wild ride this month. Deutsche Bank, Europe's largest investment bank, had its stock and debt under pressure after the U.S. Justice Department requested \$14 billion to settle an investigation into residential mortgage-backed securities. That's not far from the Frankfurt-based company's current market value of 15 billion euros (\$16.9 billion). The financial pressure on the lender is also spilling over into German politics, stirring speculation Chancellor Angela Merkel's government might be forced to offer support. This is no small decision because EU rules prohibit assistance by



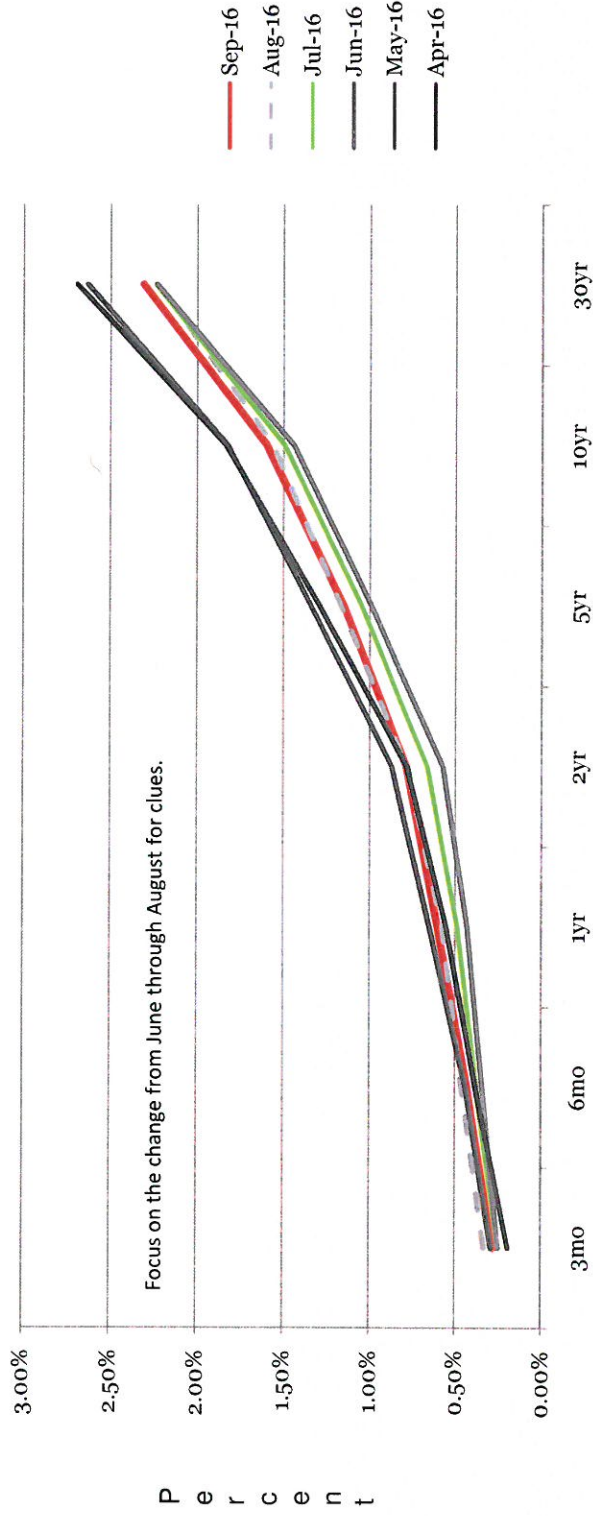
government until the investors in the bank have "bailed in creditors" to pay the debts. Any move by the government will be seen as a direct affront to the Southern members of the EU who face dire situations with their banks and have not been able to "bail them out."

Domestically, Wells Fargo's retail CA implosion and the firing of 5,300 employees grabbed the headlines. Charged with pressuring retail sales personnel into opening as many as 2 million unauthorized accounts since 2011 the bank has been charged with a \$185 million penalty. Raucous Congressional hearings and a slew of Justice subpoenas put the bank in the hot spot of labor violations and charges of fraud.

With all this dreary economic information and major international events it is difficult to say whether the economy is truly slowing or rather finding a new balance for improved growth in the near future. Further information and confirmation is needed before the picture becomes clear to the markets and to the Fed.

Rates are Pummeled

- It is almost as if the month of September passed the yield curve by. Yields were slightly lower out to the one year area primarily because of the movement as money market funds complete their final maneuvers before the October 14th deadline for *prime money market funds* moving to a fluctuating asset value. The move of literally billions (about \$261 billion over the past year) has disrupted the short end in treasuries, commercial paper and the Libor rate.
- Treasuries may continue to fall in the long end now that PM May has taken the first definitive steps towards taking Britain out of the EU by stating her intention to act on the Portugal Agreement by March 2017.
- The continued unevenness of economic data has kept investors on the edge and the prices range-bound. The big new point now will be the possibility of a December rate hike.

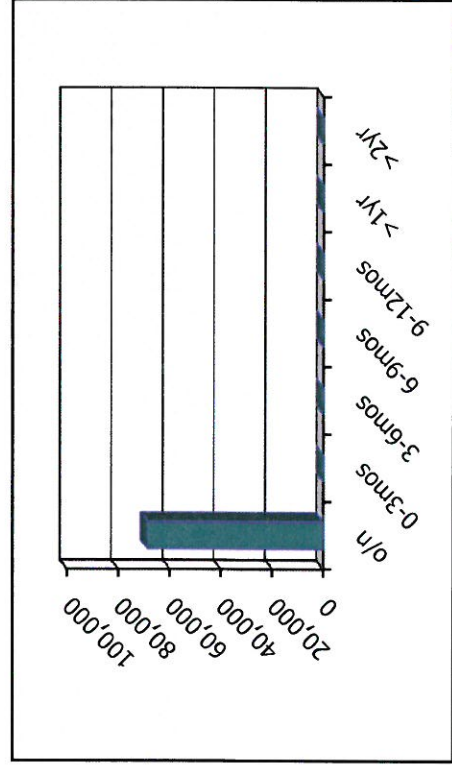
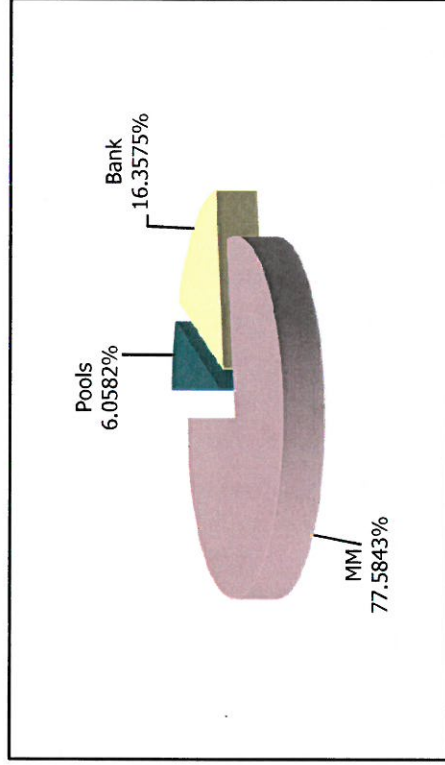


End of Month Rates - Full Yield Curve - Fed Funds to 30yr

General Portfolio

As of September 30, 2016

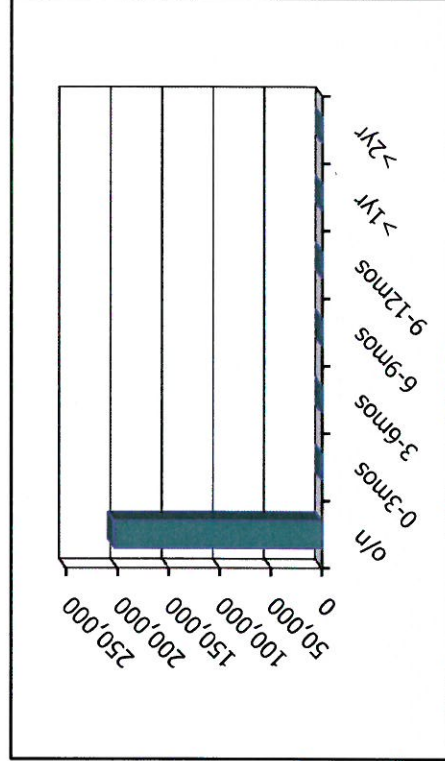
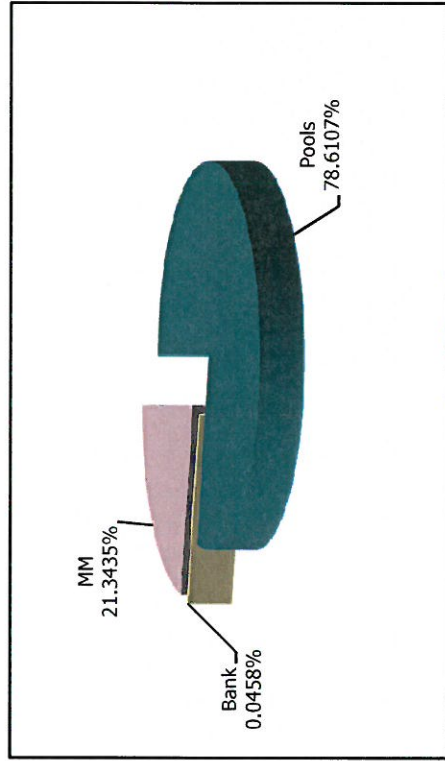
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.



Bond Portfolio

As of September 30, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates have moved up in the last quarter offering some opportunities for diversification – especially for those with access to commercial paper. Past one year there are many more alternatives as rates creep up.
- Banks remain *uninterested* in new deposits and municipal debt has become less attractive as the supply of new muni bonds dries up. Few outperform the agencies at this point in time.
- It is still time to reduce cash balances and stretch out longer and into the two year area if possible.





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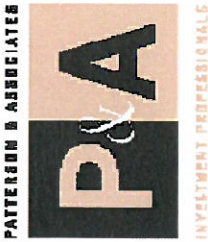
**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 September 30, 2016**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	11,188,523.58	11,188,523.58	11,188,523.58	4.12	1	1	0.000
Investment Pools/Money Markets	260,165,379.37	260,165,379.37	260,165,379.37	95.88	1	1	0.406
Investments	271,353,902.95	271,353,902.95	271,353,902.95	100.00%	1	1	0.389

Total Earnings	September 30	Month Ending	Fiscal Year To Date
Current Year	83,889.78		83,889.78

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the San Jacinto Community College/Foundation of the position and activity within the College's and Foundation's portfolio of investments. The reports include a management summary overview, a detailed inventory report for the end of the period, a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.


 Vice Chancellor of Fiscal Affairs 10/24/16



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San Jacinto Community College
Summary by Type
September 30, 2016
Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	202,951,049.05	202,951,049.05	74.79	0.411	1
Subtotal	10	202,951,049.05	202,951,049.05	74.79	0.411	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	11,188,523.58	11,188,523.58	4.12	0.000	1
Investment Pools/Money Markets	6	57,214,330.32	57,214,330.32	21.08	0.390	1
Subtotal	15	68,402,853.90	68,402,853.90	25.20	0.326	1
Total and Average	25	271,353,902.95	271,353,902.95	100.00	0.389	1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
September 30, 2016**

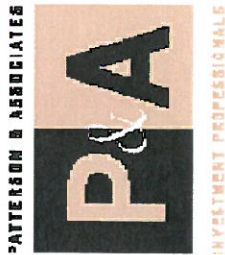
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	92,503.04	92,503.04	92,503.04	0.200	0.197	0.200		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	9,752,804.80	9,752,804.80	9,752,804.80	0.450	0.443	0.450		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,054,457.58	8,054,457.58	8,054,457.58	0.450	0.443	0.450		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,092.46	250,092.46	250,092.46	0.450	0.443	0.450		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	25,009,246.60	25,009,246.60	25,009,246.60	0.450	0.443	0.450		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,434,788.07	5,434,788.07	5,434,788.07	0.400	0.394	0.400		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,597,223.76	3,597,223.76	3,597,223.76	0.400	0.394	0.400		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	150,247,262.05	150,247,262.05	150,247,262.05	0.400	0.394	0.400		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	262,578.22	262,578.22	262,578.22	0.400	0.394	0.400		1
Subtotal and Average				202,951,049.05	202,951,049.05	202,951,049.05	0.405	0.405	0.411		1
Total Investments and Average				202,951,049.05	202,951,049.05	202,951,049.05	0.405	0.405	0.411		1

Portfolio S/JCC
AP
FI (PRF_FI) 7.1.1
Report Ver. 7.3.5

Fund GEN - Consolidated Portfolio
Investments by Fund
September 30, 2016

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2015	5,766.57	5,766.57	5,766.57					1
9999999914	10089	Credit Cards - In Transit	09/01/2015	66,025.01	66,025.01	66,025.01					1
708340062	10086	Disbursements	09/01/2015	-963,385.24	-963,385.24	-963,385.24					1
707759296	10069	JPM - Federal Programs	09/01/2015	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2015	12,191,671.64	12,191,671.64	12,191,671.64					1
707759346	10085	Payroll Fund	09/01/2015	-129,317.82	-129,317.82	-129,317.82					1
9999999913	10088	Petty Cash	09/01/2015	20,685.00	20,685.00	20,685.00					1
707759353	10181	Student Deferred Income	09/01/2015	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2015	-2,921.58	-2,921.58	-2,921.58					1
Subtotal and Average				11,188,523.58	11,188,523.58	11,188,523.58		0.000	0.000		1
Investment Pools/Money Markets											
XXX810	10227	EastWest ICS	09/09/2014	40,078,112.85	40,078,112.85	40,078,112.85	0.450	0.443	0.450		1
86-7200810	10230	EastWest MM	09/09/2014	250,092.47	250,092.47	250,092.47	0.450	0.443	0.450		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	9,208.65	9,208.65	9,208.65	0.400	0.394	0.400		1
707759320	10035	JPM - Money Market	09/01/2007	12,502,428.71	12,502,428.71	12,502,428.71	0.200	0.197	0.200		1
9999999996	10038	TCB - Money Market	09/26/2007	239,731.84	239,731.84	239,731.84	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	4,134,755.80	4,134,755.80	4,134,755.80	0.380	0.374	0.379		1
Subtotal and Average				57,214,330.32	57,214,330.32	57,214,330.32		0.385	0.390		1
Total Investments and Average				68,402,853.90	68,402,853.90	68,402,853.90		0.322	0.326		1



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San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
September 1, 2016 - September 30, 2016
 Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	92,503.04	109.90	51,700.29		0.200	0.150	6.36	0.00	6.36
999999999	10084	BOND	RRP	5,434,788.07	5,434,490.12	5,433,047.08		0.400	0.403	1,801.02	0.00	1,801.02
999999916	10106	BOND	RRP	262,578.22	260,988.13	262,494.10		0.400	0.403	87.02	0.00	87.02
XXX794	10228	BOND	RRP	9,752,804.80	9,752,898.34	9,750,093.49		0.450	0.350	2,804.80	0.00	2,804.80
XXX844	10229	BOND	RRP	8,054,457.58	8,049,051.84	8,052,218.48		0.450	0.350	2,316.31	0.00	2,316.31
86-72000794	10231	BOND	RRP	250,092.46	250,095.55	250,003.08		0.450	0.450	92.46	0.00	92.46
86-72000844	10232	BOND	RRP	250,092.47	250,095.54	250,003.08		0.450	0.450	92.47	0.00	92.47
86-72004242	10233	BOND	RRP	25,009,246.60	25,011,342.62	25,000,308.22		0.450	0.450	9,246.60	0.00	9,246.60
999999917	10234	BOND	RRP	3,597,223.76	4,972,521.02	3,916,915.24		0.400	0.403	1,296.36	0.00	1,296.36
999999918	10235	BOND	RRP	150,247,262.05	150,197,471.93	150,199,131.60		0.400	0.403	49,790.12	0.00	49,790.12
			Subtotal	202,951,049.05	204,179,064.99	203,165,914.68			0.404	67,533.52	0.00	67,533.52
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	4,134,755.80	9,461,899.31	7,159,518.14		0.380	0.380	2,237.09	0.00	2,237.09
999999996	10038	GEN	RRP	239,731.84	239,662.90	239,665.20		0.350	0.350	68.94	0.00	68.94
707759320	10035	GEN	RRP	12,502,428.71	22,000,674.53	14,800,238.35		0.200	0.200	2,428.71	0.00	2,428.71
999999993	10034	GEN	RRP	9,208.65	8,088.96	9,205.70		0.400	0.403	3.05	0.00	3.05
XXX810	10227	GEN	RRP	40,078,112.85	40,055,148.69	40,066,971.05		0.450	0.350	11,526.00	0.00	11,526.00
86-7200810	10230	GEN	RRP	250,092.47	250,095.54	250,003.08		0.450	0.450	92.47	0.00	92.47
			Subtotal	57,214,330.32	72,015,569.93	62,525,601.52			0.318	16,356.26	0.00	16,356.26
			Total	260,165,379.37	276,194,634.92	265,691,516.20			0.384	83,889.78	0.00	83,889.78

San Jacinto College Foundation
Statement of Financial Position
As of September 30, 2016

ASSETS

Current Assets

Checking/Savings

General Fund \$ 1,157,357

Other Funds -

Total Checking/Savings 1,157,357

Accounts Receivable

Pledges Receivable 253,900

Special Events Receivables 63,775

Total Accounts Receivable 317,675

Other Current Assets

Short Term Investments

Goldman Sachs 9,454,661

Capital Bank CD 202,489

Prosperity Bank 201,529

Total SJC Short Term Investments 9,858,680

Total Current Assets 11,333,712

TOTAL ASSETS \$11,333,712

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable \$ 635

Grants Payable 142,718

Programs Payable 33,164

Endowments Payable 77,831

Scholarship Payables 127,311

Student Success Payables 8,541

Total Accounts Payable 390,201

Total Current Liabilities 390,201

Total Liabilities 390,201

Equity

Net Assets 10,665,964

Net Income 277,547

Total Equity 10,943,511

TOTAL LIABILITIES & EQUITY \$11,333,712

San Jacinto College Foundation
Statement of Activities
For the Period Ending September 30, 2016

	2016	2015	Change
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	\$ -	\$ 5,000	\$ (5,000)
Permanently Restricted	114,495	1,480	113,015
Program Sponsorship	55,224	1,500	53,724
Unrestricted Foundation	0	0	0
Temporarily Restricted	57,019	184,667	(127,648)
Total Contributions	<u>226,738</u>	<u>192,647</u>	<u>34,091</u>
Other Income			
Special Events	80,426	124,499	(44,074)
Investment Income	20,154	36,947	(16,793)
Realized Gain / (Loss)	1,211,386	0	1,211,386
Unrealized Gain / (Loss)	(1,179,233)	(168,721)	(1,010,512)
Total Other Income	<u>132,732</u>	<u>(7,275)</u>	<u>140,008</u>
Total Income	359,471	185,372	174,099
Expense			
Programs			
Scholarships Awarded	21,181	180,617	(159,436)
Grants Awarded	0	30,297	(30,297)
Programs Sponsored	47,917	32,801	15,116
Student Success Initiatives	0	0	0
Total Programs	<u>69,098</u>	<u>243,715</u>	<u>(174,617)</u>
Supporting Services			
Management and General	5,583	2,374	3,209
Fundraising	7,242	10,915	(3,673)
Sponsorship Expense	0	1,070	(1,070)
Total Supporting Services	<u>12,825</u>	<u>14,359</u>	<u>(1,534)</u>
Total Expense	<u>81,923</u>	<u>258,074</u>	<u>(176,151)</u>
Net Ordinary Income	277,547	(72,702)	350,249
Other Income / Expenses			
Net Other Income	<u>\$ 277,547</u>	<u>\$ (72,702)</u>	<u>\$ 350,249</u>


SAN JACINTO
COLLEGE
 FOUNDATION
 September 2016

Contributions

Donors

\$ Amount Fund

		College Petrochemical Initiative, Golf, Houston Chemical Association, Kroger Scholarship, North Shore Rotary, Pasadena Chamber of Cultural Arts, South Softball Program, Veteran's Center
Corporations	\$ 63,001	
Foundations	16,000	Lubrizol Process and Occupational Technology
Individuals	8,228	Golf, Jennifer Puyear Endowment, South Softball Program, Veteran's Center
Total Donation	<u>\$ 87,229</u>	

Employee Contributions

		Catherine O'brien Emergency Fund, Central Campus English Department Book Royalties, Certified Administrative Professional Society, John Locke Memorial, Promise for their Future, South Softball Program
Various	6,101	

Total Employee Contributions

\$ 6,101

Total Contributions

\$ 93,331

2008 Capital Improvement Program

Preliminary Report As of September 30, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Expended/
Central								
1203 - CC Anders Gym	10,398,474	(9,210,501)	1,187,973	-	-	109,723	1,078,250	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	-	1,196,079	49,456	96.03%
1909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	-	-	175,822	-	100.00%
Sub-total	10,446,046	(7,836,716)	2,609,330	-	-	1,481,624	1,127,706	56.78%
North								
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	864	858,896	66,504	92.82%
2612 - NC Plant Chiller	14,225	1,626,427	1,640,652	-	1,565,353	11,725	63,574	96.13%
2601 - NC Baseball Batting and Pitching	475,965	84,360	560,325	-	122,240	426,874	11,211	98.00%
Sub-total	5,463,272	(1,767,489)	3,695,783	-	1,688,457	1,316,112	691,214	81.30%
South								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,324,393	1,347,479	-	625	970,387	376,468	72.06%
3601 - SC Softball Press Box	26,500	18,500	45,000	-	10,420	19,381	15,199	66.22%
Sub-total	6,968,917	(5,007,880)	1,961,037	-	11,045	1,008,325	941,667	51.98%
District								
6601 - Generation Park	200,000	-	200,000	-	-	198,344	1,656	99.17%
6705 - Data Networking	3,100,000	-	3,100,000	-	3,075,000	-	25,000	99.19%
720100 - Program Management	-	1,202,954	1,202,954	-	39,999	792,720	370,235	69.22%
726800 - Contingency	15,671,212	(10,161,995)	5,509,217	-	-	-	5,509,217	-
Sub-total	18,971,212	(8,959,041)	10,012,171	-	3,114,999	991,065	5,906,107	41.01%
Projects Substantially Complete								
2201 - NC Lehr Library	2,022,600	12,026,576	14,049,176	-	73,465	13,397,571	578,140	95.88%
6803 - Maritime Training Facility	18,000,000	8,614,890	26,614,890	181,654	519,896	25,905,974	189,020	99.29%
Sub-total	20,022,600	20,641,466	40,664,066	181,654	593,361	39,303,545	767,160	98.11%
Projects Closed								
1001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	-	-	4,470,178	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%
2402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	-	-	59,443	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,379)	47,617,145	-	-	47,617,145	-	100.00%
1828/2814/3817 - D DDC Network	2,190,750	316,040	2,506,790	-	-	2,506,789	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
Sub-total	233,127,954	2,929,659	236,057,613	(477,212)	-	236,057,613	-	100.00%
TOTALS	295,000,000	-	295,000,000	(295,558)	5,407,862	280,158,283	9,433,854	96.80%

2015 Revenue Bond

Preliminary Report As of September 30, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	18,564,527	22,490,996	6,536,122	86.27%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
Sub-total	50,000,000	-	50,000,000	-	18,564,527	22,490,996	8,944,477	82.11%

2015 Bond - San Jac Tomorrow Capital Improvement Program

Preliminary Report as of September 30, 2016

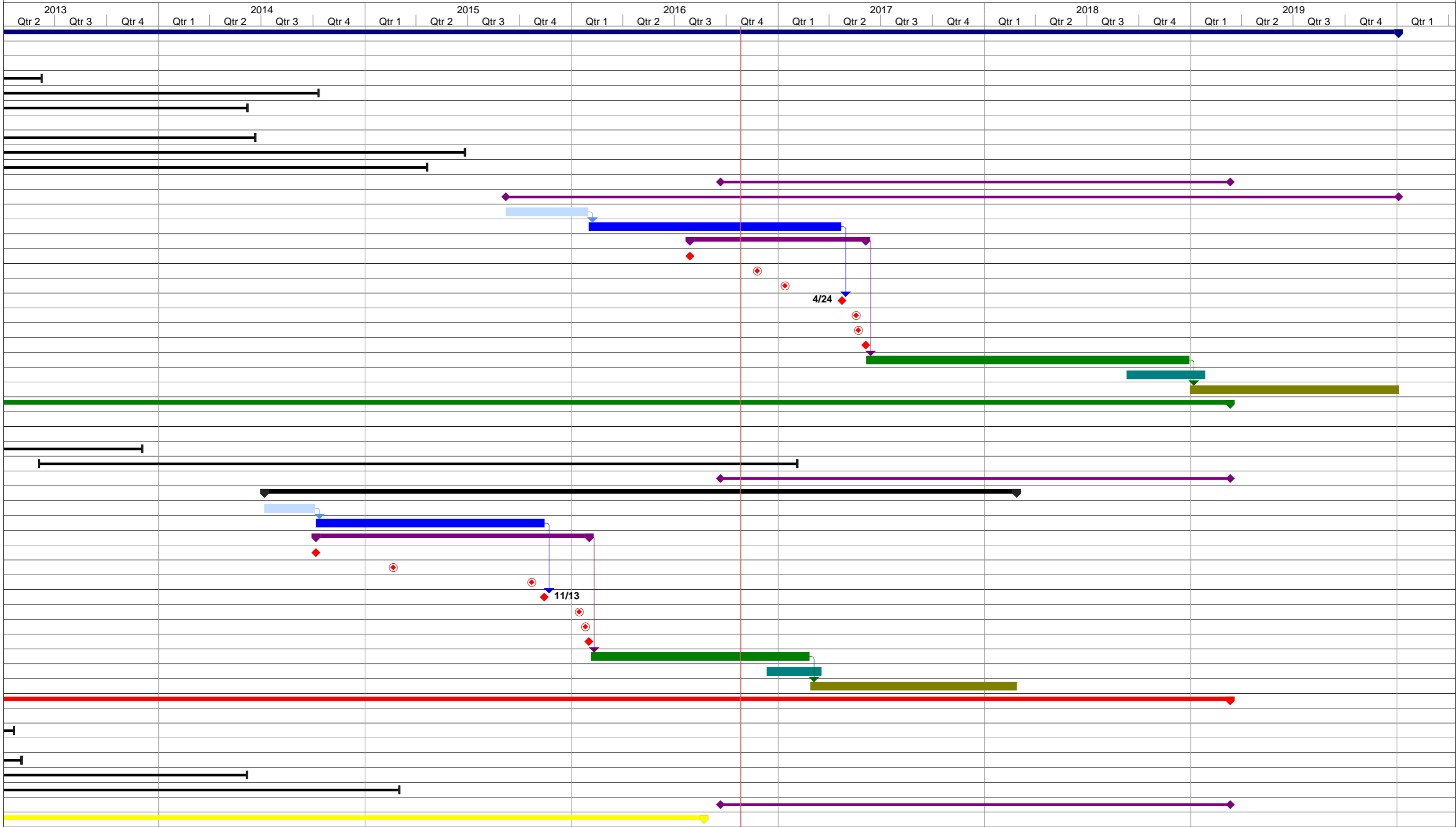
Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
1601 - CC Petro-Chemical Center	52,450,000	-	52,450,000	-	1,247,933	603,173	50,598,895	3.53%
1602 - CC Welcome Center	16,600,000	(519,580)	16,080,420	-	60,856	25,094	15,994,470	0.53%
1603 - CC Class Room Building	47,155,000	(1,475,952)	45,679,049	-	44,300	26,650	45,608,099	0.16%
1604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	-	-	-	2,367,503	-
1605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	-	-	-	1,794,032	-
1606 - CC Freis Demo	1,153,000	-	1,153,000	-	-	-	1,153,000	-
1607 - CC Davison Building Reno	14,970,000	(468,561)	14,501,439	-	-	-	14,501,439	-
1608 - CC McCollum Center Reno	24,685,000	(772,641)	23,912,360	-	-	-	23,912,360	-
1609 - CC McCollum North Reno	2,535,000	(79,346)	2,455,655	-	-	-	2,455,655	-
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	-	-	-	2,570,930	-
1612 - CC Stadium and Track Demo	174,000	(5,446)	168,554	-	-	-	168,554	-
1613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
1614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
Sub-total	170,717,000	(3,611,676)	167,105,324	-	1,353,088	654,917	165,097,319	1.20%
North								
2601 - NC Cosmetology/Culinary Center	22,845,000	(715,049)	22,129,952	-	-	-	22,129,952	-
2602 - NC North Data Closets	915,000	(28,640)	886,361	-	-	-	886,361	-
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2604 - NC Lehr Library Demo	650,000	(20,345)	629,655	-	-	-	629,655	-
2605 - NC North Access/Security	877,000	(27,450)	849,550	-	-	-	849,550	-
2606 - NC Wheeler Reno	14,300,000	(447,590)	13,852,410	-	-	-	13,852,410	-
2607 - NC Brightwell Reno	6,628,000	(207,456)	6,420,544	-	-	-	6,420,544	-
2608 - NC Spencer Reno	13,000,000	(406,900)	12,593,100	-	-	-	12,593,100	-
2609 - NC North DDC Network	580,000	(18,154)	561,846	-	-	-	561,846	-
2610 - NC Underground Utility Tunnel	11,600,000	-	11,600,000	-	-	-	11,600,000	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	-	2,000,000	-	-	-	2,000,000	-
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
Sub-total	79,845,000	(3,321,584)	76,523,417	-	-	-	76,523,417	-
South								
3601 - SC Engineering/Technology Center	28,400,000	(888,920)	27,511,080	-	110,000	-	27,401,080	0.40%
3602 - SC Cosmetology Center	16,213,000	(507,467)	15,705,533	-	148,500	-	15,557,033	0.95%
3603 - SC Longenecker Reno	22,555,000	(705,972)	21,849,029	-	-	-	21,849,029	-
3604 - SC South Data Closets	765,000	(23,945)	741,056	-	-	-	741,056	-
3605 - SC South Primary electrical Upgrade	5,800,000	(181,540)	5,618,460	-	-	-	5,618,460	-
3606 - SC South Access/ Security	599,000	(18,749)	580,251	-	-	-	580,251	-
3607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	-	-	-	9,944,674	-
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	-	-	-	1,123,692	-
3609 - SC Fire House Expansion	5,585,000	(174,811)	5,410,190	-	-	-	5,410,190	-
3610 - SC Jones Reno	13,803,000	(432,034)	13,370,966	-	-	-	13,370,966	-
3611 - SC Bruce Student Center Reno	10,400,000	(325,520)	10,074,480	-	-	-	10,074,480	-
3612 - SC Auto Body Demo	312,000	-	312,000	-	-	-	312,000	-
3613 - SC South DDC Network	580,000	(18,154)	561,846	-	-	-	561,846	-
Sub-total	116,438,000	(3,634,744)	112,803,256	-	258,500	-	112,544,756	0.23%
Maritime								
6603 - MC Maritime Expansion	28,000,000	-	28,000,000	-	-	-	28,000,000	-
Sub-total	28,000,000	-	28,000,000	-	-	-	28,000,000	-
Admin								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	283,820	283,820	-	246,880	-	36,940	86.98%
720100 - Program Management	-	9,118,003	9,118,003	-	2,088,262	-	7,029,741	22.90%
736601 - Contingency	-	1,166,180	1,166,180	-	-	-	1,166,180	-
Sub-total	30,000,000	10,568,003	40,568,003	-	2,335,142	-	38,232,861	5.76%
TOTALS	425,000,000	-	425,000,000	-	3,946,731	654,917	420,398,352	1.08%

Fiscal Year 2016 CIP Expenditure 654,917
 Total CIP Expenditure **654,917**

**Rizzo and Associates Program Management
Master Schedule**

ID	Task Name	Start	Finish	2008		2009				2010				2011				2012				2013				
				Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2		
1	Central Campus	Wed 6/4/08	Fri 1/3/20																							
2	1820 - Paving & Drainage	Mon 12/1/08	Tue 11/1/11																							
8	1817 - Transportation Center	Wed 6/4/08	Thu 7/26/12																							
15	1818 - Industrial Technology II	Mon 2/1/10	Fri 6/7/13																							
25	1109 - Maintenance/Police	Mon 6/6/11	Fri 10/10/14																							
39	1301 - Building 31	Mon 6/6/11	Fri 6/6/14																							
53	1821 - Allied Health	Sun 3/1/09	Wed 10/31/12																							
67	1908 - Science Building	Wed 7/1/09	Fri 6/20/14																							
84	1001 - Primary Service Retrofit	Mon 10/18/10	Fri 6/26/15																							
94	1202 - Davis Library	Mon 1/9/12	Mon 4/20/15																							
108	1203 - Anders Gym	Wed 9/21/16	Mon 3/11/19																							
121	1909 - Petrochemical Building	Mon 9/7/15	Fri 1/3/20																							
122	Programming	Mon 9/7/15	Fri 1/29/16																							
123	Design	Mon 2/1/16	Fri 4/21/17																							
124	Review & Award	Fri 7/29/16	Mon 6/5/17																							
125	SD Review	Fri 7/29/16	Fri 7/29/16																							
126	DD Review	Fri 11/25/16	Fri 11/25/16																							
127	75% Review	Fri 1/13/17	Fri 1/13/17																							
128	100% Review	Mon 4/24/17	Mon 4/24/17																							
129	GMP/Purchasing	Fri 5/19/17	Fri 5/19/17																							
130	Building Committee	Tue 5/23/17	Tue 5/23/17																							
131	Board Meeting	Mon 6/5/17	Mon 6/5/17																							
132	Construction	Tue 6/6/17	Fri 12/28/18																							
133	FF&E	Mon 9/10/18	Fri 1/25/19																							
134	Close-out & Warranty	Mon 12/31/18	Fri 1/3/20																							
135	North Campus	Sun 6/1/08	Mon 3/11/19																							
136	2901 - Pavement & Drainage	Sun 6/1/08	Tue 1/25/11																							
142	2903 - Student Success Center	Mon 2/2/09	Fri 1/4/13																							
156	2906 - Science & Allied Health	Wed 7/1/09	Mon 12/2/13																							
170	2201 - Lehr Library	Mon 6/3/13	Fri 2/3/17																							
184	2202 - Nichols Gym	Wed 9/21/16	Mon 3/11/19																							
198	2909 - Center for Industrial Tech	Mon 7/7/14	Mon 2/26/18																							
199	Programming	Mon 7/7/14	Fri 10/3/14																							
200	Design	Mon 10/6/14	Fri 11/13/15																							
201	Review & Award	Mon 10/6/14	Mon 2/1/16																							
202	SD Review	Mon 10/6/14	Mon 10/6/14																							
203	DD Review	Fri 2/20/15	Fri 2/20/15																							
204	75% Review	Fri 10/23/15	Fri 10/23/15																							
205	100% Review	Fri 11/13/15	Fri 11/13/15																							
206	GMP/Purchasing	Fri 1/15/16	Fri 1/15/16																							
207	Building Committee	Tue 1/26/16	Tue 1/26/16																							
208	Board Meeting	Mon 2/1/16	Mon 2/1/16																							
209	Construction	Fri 2/5/16	Fri 2/24/17																							
210	FF&E	Mon 12/12/16	Fri 3/17/17																							
211	Close Out & Warranty	Mon 2/27/17	Mon 2/26/18																							
212	South Campus	Thu 1/1/09	Mon 3/11/19																							
213	3903 - Student Success Center	Mon 2/2/09	Fri 3/1/13																							
227	3905 - Paving & Drainage	Sun 3/1/09	Fri 4/19/13																							
240	3906 - Mechanical Upgrades	Thu 1/1/09	Wed 10/26/11																							
246	3907 - MEP Infrastructure	Mon 3/1/10	Thu 5/2/13																							
252	3909 - Science & Allied Health	Mon 6/29/09	Thu 6/5/14																							
266	3201 - Parker Williams Library	Mon 1/9/12	Mon 3/2/15																							
280	3202 - Smallwood Gym	Wed 9/21/16	Mon 3/11/19																							
294	District	Fri 8/1/08	Mon 8/22/16																							

Rizzo and Associates Program Management
Master Schedule



Repair and Renovation

Preliminary Report As of September 30, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY15-16 Expenditures	FY17 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central											
F17001 - CC Misc. R&R at Central Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17014 - CC C30.110 Drill Press	4,137	-	4,137	-	4,137	-	-	-	-	-	100.00%
Sub-total	9,137	-	9,137	-	4,137	-	-	-	-	5,000	45.28%
North											
F17002 - NC Misc. R&R at North Campus	5,000	-	5,000	-	-	-	-	-	-	5,000	-
F17012 - NC N10.252 Electrical and AV/Data	1,903	-	1,903	-	1,903	-	-	-	-	-	100.00%
F17013 - NC N10.230 Electrical and Av/Data	5,616	-	5,616	-	5,616	-	-	-	-	-	100.00%
Sub-total	12,519	-	12,519	-	7,519	-	-	-	-	5,000	60.06%
South											
F17003 - SC Misc. R&R at South Campus	5,000	-	5,000	-	2,334	-	-	-	-	2,666	46.69%
F17011 - SC AECOM Build-out	20,000	-	20,000	-	18,424	-	-	-	-	1,576	92.12%
F17015 - SC S6.160 Demountable door	2,721	-	2,721	-	444	-	-	-	-	2,277	16.32%
Sub-total	27,721	-	27,721	-	21,203	-	-	-	-	6,519	76.48%
District											
F17004 - Dist Misc. at the College Admin Bldg.	5,000	-	5,000	-	940	-	-	-	-	4,060	18.80%
F17005 - Dist Misc. Furniture Storage All Campuses	5,000	-	5,000	-	5,000	-	-	-	-	-	100.00%
F17008 - Dist A1. ADA Design Services	20,360	-	20,360	-	20,360	-	-	-	-	-	100.00%
F17009 - Dist FI Furniture moves	5,000	-	5,000	-	5,000	-	-	-	-	-	100.00%
Sub-total	35,360	-	35,360	-	31,300	-	-	-	-	4,060	88.52%
Contingency (720700)											
Sub-total	1,070,684	(82,103)	988,581	-	-	-	-	-	-	988,581	-
Sub-total	1,070,684	(82,103)	988,581	-	-	-	-	-	-	988,581	-
Projects Substantially Complete											
F16081 - Dist A1.114 Renovation for OGM	195,710	(4,914)	190,796	-	4,545	186,251	-	186,251	-	-	100.00%
Sub-total	195,710	(4,914)	190,796	-	4,545	186,251	-	186,251	-	-	100.00%
TOTALS	1,351,131	(87,017)	1,264,114	-	68,704	186,251	-	186,251	-	1,009,160	20.17%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
October 25, 2016

Members Present: Marie Flickinger, Dan Mims, Brad Hance

Members Absent: Keith Sinor

Others Trustees Present: Dr. Ruede Wheeler, Larry Wilson

Others Present: James Braswell, Bill Dowell, Ken English (AECOM), Jessica Garcia, Mike Harris, Joseph Hebert, Brenda Hellyer, Brenda Jones, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Chet Lewis, Jerrel Wade

- I. The meeting was called to order at 4:06 p.m. by committee chair, Marie Flickinger.
- II. Roll Call of Committee Members by Marie Flickinger
 - a. Dan Mims, present.
 - b. Brad Hance, present (arrived at 4:23 p.m.)
 - c. Keith Sinor, absent.
 - d. Other Trustees present: Dr. Ruede Wheeler, Larry Wilson
- III. Approval of Minutes from the September 20, 2016 Building Committee Meeting
 - a. Marie Flickinger presented the minutes of the September 20, 2016, Building Committee meeting. A motion was made by Brad Hance to accept the minutes as presented, seconded by Dan Mims. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College
 - a. Commissioning Services for Petrochemical Building (Note: this item was presented after Item IV-C)
 - i. This action requests that the Board of Trustees delegate authority to the Chancellor to select a Commissioning Services firm for the Central Campus Petrochemical building project.
 - ii. This action will provide for third-party monitoring and oversight of the technical design, start-up oversight, and verification of systems operation.
 - iii. The Commissioning Services firm will be named from those listed in the Technical Professional Services Pool (see item "c" below) which will be presented at the next Board meeting for review and approval.
 - b. North CIT Welding Trainer Purchase
 - i. This request provides for purchase of two Virtual Reality Arch Welding Trainers from the Lincoln Electric Company for the Industrial Technology departments at Central and North campuses.
 - ii. This proposal has been reviewed and approved by the faculty and academic leadership in the welding departments at both campuses.
 - iii. With Board approval, we will order the units for Central Campus and North Campus. Delivery is scheduled for December 2016 and March 2017, respectively.
 - c. 2015 Bond Technical Professional Services Pool (Note: this item was presented first for

section IV)

- i. Approval of this request will grant the College administration authority to negotiate with the qualified technical professional service firm for each project based on the best match of qualifications, experience, and applicable skills as determined by staff subject matter experts as well as consultants engaged by the College.
 - d. Change Order to Amend AECOM Contract
 - i. Consideration of approval to amend the AECOM Contract in order to provide project information management system (PIMS) services for the 2015 Bond Program.
 - ii. The contract amendment for the PIMS is intended to serve for a five (5) year term. After that, the College can either download all project information or purchase software licenses necessary to have continued access to the documents and use of the PIMS.
 - e. 2015 Bond Architect Project Assignment Recommendations
 - i. Provided an informational list showing assignment recommendations for 2015 Bond projects. Once agreement is reached on the assignments, we will begin negotiation with the architects for design of the assigned projects.
 - ii. Within 30 days AECOM will provide a master schedule showing critical dates for assigned projects.
 - f. Data Equipment Purchases for North CIT Project
 - i. Request to approve the Purchase of Data Equipment from Network Cabling Services (NCS) for the North Campus Center for Industrial Technology (CIT) facility.
 - ii. The purchase provides equipment and installation services for College surveillance camera equipment in the CIT building.
- V. Reports (Reviewed and in the packet)
- a. Bond Project reports were reviewed during Project Updates. Construction Projects report documents were provided for individual review.

VI. Project Updates

- a. Project 1909 – Petrochemical, Energy, & Technology Center
 - i. The building is in the design development phase and is progressing.
 - ii. Working on development of the contract for the selected engineering firm selected for detailed design of the process unit.
 - iii. Bryan Jones and three industry partners visited Brazosport College today to review documents used in design and construction of their process technology training facilities.
- b. Project 2601 - North Baseball Field
 - i. Harris County Fire Marshal will visit the project later this week to complete an inspection. The project is near completion.
 - ii. Once we receive the final certificate for safe occupancy, we will schedule an

open house event with College Board members and Mr. Andy Pettitte.

- c. Project 2909 - North Campus Center for Industrial Technology
 - i. We have completed installation of electrical power from CenterPoint energy. We have Lincoln welding booths on site, and chilling capacity has been installed.
 - ii. The completion schedule has been revised due to the rain out days we had in June, July, and August. Students are scheduled to begin attending classes in the building after Spring Break.

 - d. Project 6803 - Maritime Technology and Training Center
 - i. We have completed all of the items specified in the change order except for HVAC heating coil replacements and the building under-floor insulation. This is being coordinated with the building occupants and should be completed by end of calendar year (2016).
- VII. Adjournment – The meeting was adjourned at 5:00 p.m.

**San Jacinto College District
Finance Committee Meeting
October 25, 2016**

Members Present: Dan Mims, John Moon, Ruede Wheeler, and Larry Wilson

Members Absent: None

Other Trustees: Marie Flickinger

Others Present: Lori Barbay, Bret Boudreaux, Brenda Hellyer, and Chet Lewis

- I. The meeting was called to order at 5:09 p.m. by Ruede Wheeler.
 - a. Roll Call of the Committee Members
 - i. Dan Mims, present
 - ii. John Moon, present
 - iii. Larry Wilson, present.
 - iv. Acknowledged that Trustee Marie Flickinger was present.

- II. Approval of Minutes from the August 2, 2016, Finance Committee Meeting
 - a. Dr. Wheeler presented the minutes from the August 2, 2016, Finance Committee Meeting. A motion was made by Mr. Wilson, seconded by Mr. Moon to accept the minutes as presented.

Review and Discussion of the Following Internal Audit Reports and Audit Plan by Bret Boudreaux:

- III. Review and Discuss Internal Audit Central Campus Business Office Cash Count
 - a. A surprise cash count was performed on September 8, 2016. All cash and paper checks were verified at the time of the cash count, and no shortages or overages were recorded.

- IV. Review and Discuss Internal Audit Central Campus Café Cash Count
 - a. A surprise cash count was performed on September 2, 2016. A shortage of \$5.45 was noted (start-up funds \$1.50 and café sales \$3.95).
 - b. During the audit it was noted that the door to the cash room was found to be open, and the contents of the safe were unattended while the safe was unlocked.
 - c. Hilda Boyce, Director of Auxiliary Services, was notified, and procedures have been taken to improve the department's internal controls.

- V. Review and Discuss Internal Audit CPD Third-Party Billing Follow-Up Audit
 - a. On August 11, 2016, a second follow-up review was performed. It was noted that there were two outstanding Corrective Action Plans (CAPs); one has since been corrected.
 - b. The Maritime registration and invoicing CAP is still outstanding. The process is determined to be ineffective and has resulted in at least one CPD industry client to not be invoiced for services on two separate occasions.
 - c. Dr. Hellyer has notified Dr. Allatia Harris regarding this CAP.

- VI. Review and Discuss Internal Audit Travel Expenditures Follow-Up Audit
 - a. On July 7, 2016, a follow-up review was performed. It was noted that out of nine of the original CAPs, four were complete, two were partially complete, two were incomplete, and one was not addressed.
 - b. Corrective Action Plan for Travel Policies/Procedures was only partially complete. Current travel reimbursement procedures have been amended to set limits for utilization

of cash advances and level of documentation required for such transactions. However, a comprehensive travel and incidentals procedure which would provide documented limits for meals, hotels, rental cars, and all other travel/incidental items has not been developed. Additionally, there are still not procedures which make a distinction between out-of-town and local expenditures (i.e. primarily meals).

- c. Corrective Action Plan for Travel Procedure Inconsistencies is incomplete. Internal Audit highly recommends the establishment of a single cohesive travel policy, which would govern travel transactions throughout the College, setting consistent, reasonable standards that will simplify enforcement of guidelines and significantly save funds.
 - d. Corrective Action Plan for Travel Rewards is incomplete. To avoid the appearance of a conflict of interest in booking travel arrangements, and to ensure that the College is receiving the best travel value for amounts expended, the College should develop a local policy that assures travel expenditure decisions are made on the basis of value and not to benefit individual employees through receipt of travel rewards.
 - e. Corrective Action Plan for Duplicate Reimbursement is partially complete. While a new process of checking the JP Morgan Chase website (the College's Pcard vendor) whenever an employee reimbursement request shows original payment made with a Master Card (the brand used for all College Pcards) to ensure no duplication exists, this process has not been documented in the Accounts Payable departmental procedures. Documented procedures are necessary to ensure all steps are followed in the event of turnover within the department.
 - f. Corrective Action Plan for Banner Travel and Expense Module. At this point, the College has decided not to move forward with the travel and expense module.
 - g. Mr. Lewis will follow-up on the following:
 - i. Acquire data that will show the number of employees using their personal credit cards for College travel instead of using their College issued Pcard, and acquire, if possible, data on the use of personal frequent flyer and hotel accounts.
 - ii. Acquire information to evaluate per diem vs. reimbursement.
 - iii. Secure a policy and procedures for College-wide travel.
 - iv. Mr. Lewis will update the committee in January 2017.
- VII. Review and Discuss Internal Audit Employee Exit Processing Follow-Up Audit
- a. On July 26, 2016, a follow-up review was performed. Out of the original seven CAPs, two were complete, four were partially complete, and one was not addressed.
 - b. Corrective Action Plan EPAF and Workflow Synchronization was partially complete. This CAP has been in the testing phase and is expected to be implemented by the end of October 2016.
 - c. Corrective Action Plan Exit Checklists was partially complete. This CAP has been in the testing phase and is expected to be implemented by the end of October 2016.
 - d. Corrective Action Plan Part-Time Employees was partially complete. This CAP has been in the testing phase and is expected to be implemented by the end of October 2016.
 - e. Corrective Action Plan Vendor Master File was partially complete. This CAP is expected to be completed by the end of October 2016.
- VIII. Review and Discuss Internal Audit Workers' Compensation Follow-Up Audit
- a. The follow-up review completed August 31, 2016, found that the final outstanding corrective action plan has been completed.
- IX. Review and Discuss Internal Audit Diesel Technology Department Audit
- a. A comprehensive audit was performed surrounding the functions and operations of

Diesel Technology between September 1, 2014, and April 19, 2016. The following is a summary of the results and recommendations:

- i. Diesel Technology Fixed Assets – Internal Audit recommends that all departmental fixed assets with a value in excess of \$5,000 be tagged and included in the College’s fixed assets system.
 - ii. Procurement Approvals – Internal Audit recommends that all vendor invoices received for the Diesel Technology Department be approved by the department’s budget manager, currently the department chair.
 - iii. Scrap Metal Disposal – Internal Audit recommends that the responsibility for scrap metal collections be transferred to the Director of Auxiliary Services who would work with the Purchasing Department to solicit multiple vendors for a College-wide implementation.
 - iv. Lab Fees – Internal Audit recommends that the laboratory fee be increased to at least partially offset the considerable laboratory expenditures required for operating the Diesel Technology program.
 - v. Tools and Supplies Inventory Procedures – Internal Audit recommends that documented procedures for the administration of tools and supplies within the Diesel Technology Department be implemented and include a comprehensive inventory of tools and supplies to be conducted at least annually.
 - vi. Web Time Entry Utilization – Internal Audit recommends that leaders hold employees accountable for neglecting to properly clock-in and clock-out of their shift.
 - vii. Employee Exit Processing – Beginning immediately, all Diesel Technology leaders must begin the practice of completing employee exit checklists for all terminating employees, including part-time staff and adjunct faculty and submitting this form to the Human Resources Department.
 - viii. A follow-up departmental audit will be conducted late 2017.
- X. Review and Discuss Internal Audit Construction: Internal Project Management and Accounting Audit Report
- a. The second follow-up review completed August 31, 2016, found that the final outstanding corrective action plans have been completed.
- XI. Review and Discuss Internal Audit Annual Report and FY17 Audit Plan
- a. The Summary of FY16 Internal Audit Work and Proposed FY17 Audit Plan was shared. The proposed audit plan for the 2016-2017 audit year was based on risk assessment performed during August 2016, as well as management’s requests.
 - b. Dr. Hellyer briefly discussed the roll out of an ethics reporting hotline and develop training for all College employees related to ethics.
- XII. Adjournment – 5:47 p.m.

Action Item “IX”
Regular Board Meeting November 7, 2016
Consideration of Approval of Amendment to the 2016-2017 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve an amendment to the 2016-2017 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of October, 2016.

IMPACT OF THIS ACTION

Approval of the budget amendment will allow the College’s staff to implement the programs in accordance with the requirements of funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$461,540, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

The Office of Grants Management provides continuous monitoring of grant operations, which are included in the annual financial report to the Board of Trustees.

ATTACHMENTS

Attachment 1- Budget Amendments-11-07-16

Attachment 2- Grant Detail-11-07-16

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
November 7, 2016

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. National Science Foundation/Tidewater Community College - Summer Maritime and Transportation Institute (SMART) (Incremental Funding 2017)</u>					
Federal Grant Revenue	534708	56700	554100	110000	(63,000)
Operating Supplies - Consumable	534708	56700	711430	460911	3,800
Non-Employee Travel Reimbursement	534708	56700	721140	460911	35,200
Conference-Travel - Lodging	534708	56700	721210	460911	1,500
Conference-Travel - Meals	534708	56700	721230	460911	1,350
Travel - Airline	534708	56700	721410	460911	2,000
Travel - Parking	534708	56700	721430	460911	150
Contractual Svcs - Temp Services	534708	56700	731305	460911	19,000
					\$ -
<u>U.S. Department of Agriculture/University of Texas at El Paso - Wheels of Change (New Grant)</u>					
Federal Grant Revenue	531002	56700	554100	110000	(19,999)
Instructional - Fulltime	531002	56700	620100	360931	3,157
Benefits	531002	56700	650000	360931	1,010
Staff Travel	531002	56700	721200	360931	900
Student Travel	531002	56700	721300	360931	4,407
Contract Svcs-Indirect Cost/Grants	531002	56700	731500	620909	1,525
S/A - Stipends	531002	56700	751140	520235	9,000
					-
<u>U.S. Department of Justice – Bulletproof Vest Partnership (BVP) Program (New Grant)</u>					
Federal Grant Revenue	531604	56700	554100	110000	(3,727)
Operating Supplies - NonCapital	531604	56700	711420	620500	3,727
					-
<u>Texas Workforce Commission - Apprenticeship Training Program (New Grant)</u>					
State Grant Revenue	551025	56700	554200	110000	(208,189)
Non-Instr Labor - Staff	551025	56700	612000	460961	22,820
Benefits	551025	56700	651100	460961	7,303
S/A - Departmental Scholarships T&E	551025	56700	751009	520235	178,066
					-
<u>Walmart Foundation/League of Innovation - Walmart Brighter Futures 3.0: Accelerating Career Mobility for Incumbent Retail Employees (New Grant)</u>					
Local Grant Revenue	570022	56700	554300	110000	(166,625)
Instructional Staff	570022	56700	620100	460961	53,809
Non Instr Labor - Staff	570022	56700	612000	460961	9,637
Benefits	570022	56700	651100	460961	15,469
Supplies	570022	56700	711410	460961	800
Travel	570022	56700	721000	460961	3,910
S/A - Departmental Scholarships T&E	570022	56700	751009	520235	83,000
					-
Net Increase (Decrease)					\$ -

Note: Credits to revenues are increases and credits to expenses are decreases.
Conversely, debits to revenue are decreases and debits to expenses are increases.

New Grant and Additional Funding Summary by Agency:

National Science Foundation	\$ 63,000
U.S Department of Agriculture	19,999
U.S Department of Justice	3,727
Texas Workforce Commission	208,189
Walmart Foundation	166,625
	<u>\$ 461,540</u>

U.S. National Science Foundation/Tidewater Community College - Summer Maritime and Transportation Institute (SMART) (Incremental Funding 2017)

The SMART Center's Summer Maritime Teacher Institute (SMTI) was created to engage frontline educators, guidance counselors, career coaches, and community college faculty. The purpose of the SMTI is to: a) increase participant knowledge of maritime and transportation careers and the career pathways that exist for students to enter this industry; b) identify, develop, and expand industry career pathways; and c) expand the SMART Center repository of information, industry data, and professional resources. This award was expressly contingent upon the success of the partnership with Tidewater Community College in Virginia.

U.S. Department of Agriculture/University of Texas at El Paso - Wheels of Change (New Grant)

San Jacinto College will develop and implement modules for engineering applications in agriculture sciences. These proposed modules will be implemented in at least two courses: Introduction to Engineering and Engineering Economics. Six students per year that indicate a high interest in the field of agricultural sciences will be recruited from these courses. They will be encouraged to prepare for careers related to agricultural sciences through incentives that will include a stipend, cohort activities and community, and visits to the agricultural labs of our four-year partner institution, Texas A&M Kingsville.

U.S. Department of Justice – Bulletproof Vest Partnership (BVP) Program (New Grant)

The BVP Program is a U.S. Department of Justice initiative designed to provide critical resources to state, local, and tribal jurisdictions for the sole purpose of purchasing bullet-resistant body armor for sworn law enforcement officers. The Office of Justice Programs' Bureau of Justice Assistance has awarded \$375 million to over 13,000 jurisdictions to support the acquisition of more than 1.1 million bulletproof vests since 1999. The vests provided will protect the officers of the San Jacinto Community College District Police Department.

Texas Workforce Commission - Apprenticeship Training Program (New Grant)

The purpose of the Apprenticeship Training Program grant is to pay a portion of the cost of job-related in-person classroom instruction in registered apprenticeship. Registered apprenticeship is a structured system of job training to prepare individuals for occupations in skilled trades and other occupations. Registered apprenticeship combines on-the-job training under the supervision of experienced journey workers with job related in-classroom instruction.

Walmart Foundation/League of Innovation - Walmart Brighter Futures 3.0: Accelerating Career Mobility for Incumbent Retail Employees (New Grant)

The 2014 report *Bridge the Gap: Rebuilding America's Middle Skills* published by Harvard Business School, highlights the skills gap that is facing the nation today. Over fifty percent of retailers find it difficult to fill middle-skill positions. The report also states that the majority of online middle-skills postings are in sales and related occupations. The project proposes to support incumbent retail employees with partial scholarship assistance, while they hone skills during the attainment of industry-recognized stackable credentials. The grant will allow San Jacinto College to round out retail business training, so that the program can be sustained into the future through partnerships built during this project.

**Action Item “X”
Regular Board Meeting November 7, 2016
Consideration of Approval of Sheldon Early College
High School Memorandum of Understanding**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Sheldon Early College High School Memorandum of Understanding (MOU). This MOU is an update to the previous agreements.

BACKGROUND

Sheldon Early College High School (Sheldon ECHS) has been in existence as a partnership with San Jacinto College North Campus since fall 2012. Enrollment for fall 2016 is 334 students in grades 9 – 12. Sheldon ECHS graduated 98 seniors with their high school diplomas, with 32 of those students awarded Associate Degrees as part of the first graduating class from San Jacinto College.

IMPACT OF THIS ACTION

This updated MOU includes the dual credit tuition and fee waiver of 75 percent which is effective for fall 2016 as part of the related tuition and fee changes effective for that same time frame. The MOU includes additional language required by the school district due to changes in its policies. New information regarding the Clery Act and emergency management protocol has also been included. This action will continue the project with 125 new 9th grade students being added each fall semester and more San Jacinto College graduates in future years.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The budgetary impact is consistent with prior years. Additional analysis will be conducted as part of the budget review processes that are being implemented during fiscal year 2016-2017.

MONITORING AND REPORTING TIMELINE

Regular meetings are held between the leadership of the school district and College to review operations and goals. Each year the number of Sheldon ECHS students who graduate from San Jacinto College with an Associate degree will be reported to the Board of Trustees, along with information regarding scholarships they have earned and four-year institutions to which they will transfer.

ATTACHMENTS

Attachment 1 - Sheldon Early College High School Memorandum of Understanding 2016 - 2021

Action Item "X"
Regular Board Meeting November 7, 2016
Consideration of Approval of Sheldon Early College
High School Memorandum of Understanding

RESOURCE PERSONNEL

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**MEMORANDUM OF UNDERSTANDING
SHELDON EARLY COLLEGE HIGH SCHOOL**

This Memorandum of Understanding (“MOU” or “Agreement”) is by and between the **San Jacinto Community College District**, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas, (“SJCCD”) and the **Sheldon Independent School District**, a Texas public independent school district established by law and political subdivision of the State of Texas, (“Sheldon ISD”) with and effective date of October 1, 2016 “Effective Date”). Individually, SJCCD and Sheldon ISD are referred to herein as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, SJCCD and Sheldon ISD have established and desire to continue operation of an early high school program referred to as **Sheldon Early College High School (“Sheldon ECHS”)** as further described in this Agreement; and

WHEREAS, the Parties intend to submit a program application to the Texas Education Agency (“TEA”) as required by and in accordance with Section 29.908 of the Texas Education Code and 19 Texas Administrative Code §§ 4.151-4.161; 4.81-4.85; and 102.1091; and

WHEREAS, upon approval from TEA, the Sheldon ECHS will continue operation under the terms and conditions set forth in this Agreement and any additional requirements imposed by TEA.

NOW THEREFORE, for the mutual promises and covenants contained herein and other good and valuable consideration, the Parties agree as follows:

AGREEMENT

1. **Incorporation.** The foregoing recitals and any and all exhibits attached hereto are incorporated into this Agreement for all purposes.

2. **Background and Purpose.** In 2012-2013, the Parties began serving approximately 110 9th grade students at the Sheldon ECHS. Applicable Law (as hereinafter defined) permits a public school district and public college to collaborate to provide concurrent enrollment for academic dual credit consisting of a course of study combining high school courses and college-level courses during grades 9 through 12 for students who are at risk of dropping out of school (as defined in Section 29.081 of the Texas Education Code), who wish to accelerate completion of the high school program, and who might not otherwise go to college. The purpose of this Agreement is to establish the rights and obligations of the Parties with respect to the operation of the Sheldon ECHS, which consists of a four-year high school program with an early college component that complies with all Applicable Law (“Program”). The Program will provide a small school environment with a highly rigorous program of study and support programs that enable participating students to achieve the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education

Coordinating Board core curriculum (as defined by the Texas Administrative Code) or an Associate's degree or at least 60 credit hours toward a baccalaureate degree during grades 9-12. Additionally, Sheldon ECHS will provide advanced academic opportunities including college and career counseling and may provide service learning and workplace internships. Sheldon ECHS will continue to add approximately 100-110 students in grade nine on a yearly basis, with a maximum enrollment not to exceed 500 students. The 9th and 10th grade Sheldon ECHS students will attend classes at Sheldon Early College High School, and the 11th and 12th grade students will attend classes at SJCCD's North campus.

3. **Applicable Law.** The Parties agree to operate the Program and Sheldon ECHS in compliance with the applicable federal, state, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, (a) the following federal statutes as may be amended: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1974; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act; the Family Educational Rights and Privacy Act of 1974 ("**FERPA**"); Title IV of the Higher Education Act of 1965; and Individuals with Disabilities in Education Act; (b) the Texas constitution; (c) applicable provisions of the Texas Education Code, including, without limitation, Section 29.908 and Chapter 39; (d) State and federal laws regarding the reporting of any and all alleged child abuse, school-related crimes, and sexual molestation of students; (e) applicable provisions of the Texas Penal Code and Texas Family Code; (f) State record retention laws; (g) applicable provisions of Title 19 of the Texas Administrative Code, including, without limitation, Chapter 4, Subchapters D and G; Section 102.1091; and Chapters 110-125; (h) TEA guidelines and requirements, including, the Student Attendance Accounting Handbook ("**Attendance Handbook**") and the Financial Accountability System Resource Guide; and (i) Texas Higher Education Coordinating Board ("**THECB**") guidelines and requirements, including, without limitation, course conformity in accordance with the Lower Division Academic Course Guide Manual ("**LDACGM**") and the Workforce Education Course Manual ("**WECM**"). The Parties agree to operate the Program and Sheldon ECHS in compliance with applicable SJCCD and Sheldon ISD board policies and procedure and policies and procedures that may be agreed upon by the Parties and approved for the Sheldon ECHS. The Parties agree to comply with all assurances in the Program application submitted to TEA and any additional requirements for the Program adopted by the THECB. The foregoing as set forth in this Section 3 and any other laws, rules, and guidelines applicable to the subject matter of this Agreement collectively shall be referred to as "**Applicable Law**" or "**Applicable Laws**" when used herein.

4. **Term.** Subject to approval of the Program application by TEA, any additional approvals that may be required from the THECB, and annual approval as required by law or by TEA or THECB, the term of this Agreement shall commence on the Effective Date ("**Commencement Date**") and shall expire on July 30, 2018 ("**Expiration Date**"). Notwithstanding the foregoing, both Parties acknowledge and agree that a condition precedent to a Party's signing the Agreement is approval of the Agreement by that Party's governing board. The time period between the Commencement Date and the Expiration Date shall be referred to as "**Initial Term**." Upon mutual written agreement by the Parties and approval as may be required by the Parties' governing boards, TEA, and THECB, this Agreement may be extended for a one-year renewal term ("**Renewal Term**"). As used in this Agreement, the term "**Term**"

shall mean the Initial Term, the Initial Term as may be extended by the Renewal Term, or such shorter period of time in the event of termination of this Agreement as set forth in Section 17.

5. **Governance.**

a. **Governing Structure.** The governing structure of the Program shall include the appointment of an Advisory Council as described below.

b. **Sheldon ECHS Administrative Team.** Sheldon ECHS will be managed on a daily basis by the Sheldon ISD. SJCCD will provide a representative to participate in the process of interviewing the Sheldon ECHS Dean of Instruction, who shall be an employee of Sheldon ISD. Sheldon ISD will provide a representative to participate in the process of interviewing the SJCCD Dual Credit Director and SJCCD Shared Educational Planner, who shall be SJCCD employees. SJCCD shall designate a person to serve as liaison with Sheldon ISD (“**SJCCD Liaison**”) as it relates to the Sheldon ECHS. The SJCCD Liaison will cooperate with and facilitate communication between the Sheldon ISD and SJCCD. The SJCCD Liaison will meet with the person appointed by Sheldon ISD to serve as liaison for the Program (“**Sheldon ISD Liaison**”) and other representatives as may be needed to support the Sheldon ECHS.

6. **Sheldon ECHS Organization.**

a. **Policies and Procedures.** Except for building use policies of the entity on whose campus the Program is in operation and as may be otherwise set forth in this Agreement or required by Applicable Law, the policies and procedures relating to the high school portion of the Program and Sheldon ECHS shall be governed by the Sheldon ISD policies and regulations, including the Sheldon ISD Code of Student Conduct. All policies relating to the college courses and college services portion of the Program and Sheldon ECHS shall be governed by the SJCCD policies and procedures.

b. **Sheldon ECHS Advisory Council.** An advisory committee (“**Advisory Council**”) comprised of representatives from SJCCD, Sheldon ISD, and community/business Partner(s) agreed upon by the Parties, as well as parents and students will meet regularly and as needed to facilitate communication regarding the Program design and governance, evaluate operational, curricular, and instructional activities; develop annual reports; outline and plan improvements; and enhance collaboration to ensure implementation of the Program in accordance with this Agreement, Applicable Law, and expectations of the Parties for the Program. Members of the Advisory Council will include the Sheldon ISD Superintendent of Schools, Chief Academic Officer, Chief Operations Officer, Sheldon ECHS Dean of Instruction, Director of Advanced Academics, C.E. King High School Principal, Director of Grant Development and Compliance; Sheldon ECHS Counselor; SJCCD Chancellor and/or Deputy Chancellor and President, Associate Vice Chancellor for Student Success Partnerships, President or Provost of the San Jacinto College North Campus, Dean of Liberal Arts (North Campus), Director of Dual Credit (North Campus), a Shared Educational Planner, and Department Chair of a Core Academic Department (this North campus assignment will rotate among the department chairs of faculty serving the Sheldon ECHS); and parent representatives, student representatives; and Community/Business Partner(s) agreed upon by Sheldon ISD and SJCCD. Representatives

of the Advisory Council are subject to change as advised and agreed upon by the existing Advisory Council members. The Sheldon ECHS parent representatives will be elected following the first parent-student meeting of the academic year through an onsite nomination/election process. The term of office for the parent representative will be two years. Student representatives to the Advisory Council will be elected following the first parent-student meeting of the year through an onsite nomination/election process. The term of office for the student representatives will be one year. Sheldon ECHS student representatives will be afforded the opportunity to address the Advisory Council during each council meeting. During the Term, the Advisory Council will conduct an annual review of this Agreement for the purpose of program evaluation and recommendation of proposed improvements based on Sheldon ECHS needs. Specifically, the Advisory Council will meet to:

- i. Develop and implement academic and professional policy as related to Sheldon ECHS;
- ii. Develop and implement budgets and financial policy as related to Sheldon ECHS;
- iii. Supervise annual evaluation and effectiveness of the Program;
- iv. Ensure adherence to Applicable Laws that affect the safety and well-being of students enrolled in the Sheldon ECHS;
- v. Review the Agreement, articulation agreements, and suggest revisions on an annual basis or as needed; and
- vi. Communicate progress to the governing boards of Sheldon ISD and SJCCD.

7. Instructional Calendar. The Sheldon ECHS will follow a schedule that offers college and high school courses simultaneously. The SJCCD Liaison will plan and schedule college level courses collaboratively with the Sheldon ECHS Dean of Instruction. For college level courses taken for credit at either the Sheldon Early College High School location or the SJCCD location, the instructional calendar will follow the SJCCD instructional calendar. When a scheduling conflict exists in the instructional calendars of Sheldon ISD and SJCCD in which Sheldon ISD requires student attendance but SJCCD does not provide an instructional day, the Sheldon ISD assumes responsibility for the students to meet the attendance requirements of Applicable Law. The instructional calendar for the high school portion of Sheldon ECHS will be based on the Sheldon ISD calendar and comply with all related TEA regulations for attendance. Where allowed by Applicable Law, including, without limitation, Section 29.0822 of the Texas Education Code and 19 Texas Administrative Code § 129.1027, and further subject to approval of both Parties, the Sheldon ECHS calendar may vary from that set forth herein in order to best fit the needs of students and reasonably interrelate with the respective academic calendars.

8. **Sheldon ECHS Facilities.**

a. **Sheldon ISD Facilities.** The 9th and 10th grade portion of the Sheldon ECHS will be located in a dedicated, stand alone facility at the C.E. King High School premises (“**Sheldon ECHS Facility**”) and will serve as a small learning community. The Sheldon ECHS Facility includes core learning classrooms, a College and Career Center and a computer lab, as well as administrative and student support areas. Sheldon Early College High School will maintain the goal of creating a college culture. Sheldon ISD will provide office space at the Sheldon ECHS Facility for Sheldon ECHS faculty and SJCCD instructors involved in the Program. In addition to the designated Sheldon ECHS Facility at C.E. King High School, Sheldon ECHS students will have access and use of the C.E. King High School library, cafeteria, College and Career Center, fine arts facilities, athletic facilities, and extra-curricular activities as needed and appropriate. Sheldon ISD shall be responsible for maintenance and operations at C.E. King High School, including the Sheldon ECHS Facility.

b. **SJCCD Academic and Administrative Facilities.** For the 11th and 12th grade components of the Program, and according to the degree plans, Sheldon ECHS students will attend classes at the SJCCD North Campus (“**SJCCD ECHS Facility**”). The SJCCD ECHS Facility will include an ECHS administrative office; one parking space marked for use by the Sheldon ISD Liaison or other Sheldon ISD employee who visits the Sheldon ECHS at SJCCD, and student support areas. SJCCD will provide office furniture, a computer, data and internet connection, and a telephone in the administrative office of the SJCCD ECHS Facility. SJCCD shall be responsible for maintenance and operations at SJCCD North Campus, including the SJCCD ECHS Facility.

c. **SJCCD Cafeteria Use.** In addition to the SJCCD ECHS Facility, SJCCD will designate an area of the SJCCD North Campus to be used as a cafeteria by Sheldon ECHS personnel and students. SJCCD will provide access to Sheldon ISD for use of furniture and food service equipment in the cafeteria to meet Sheldon ISD food service requirements. Sheldon ISD shall be responsible for Sheldon ISD Food Service Personnel and for all food prepared and served by their personnel to Sheldon ECHS students at the SJCCD ECHS Facility. Sheldon ISD is responsible for meeting all federal and state regulations for providing food services to Sheldon ECHS students, including those students qualifying for the free and reduced meal program. Sheldon ISD shall be responsible for any property damage caused by Sheldon ISD personnel to the SJCCD ECHS cafeteria area and equipment; SJCCD will be responsible for property damages or loss caused by negligence or SJCCD personnel to Sheldon ECHS cafeteria equipment at the SJCCD ECHS Facility. SJCCD will provide a designated and secure area for Sheldon ISD Food Service Personnel to safely lock any money collected from students. However, SJCCD assumes no liability for lost or stolen money. Sheldon ISD will assume responsibility for arranging appropriate security for transporting the monies from a safe, secure area at the SJCCD ECHS Facility to Sheldon ISD following Sheldon ISD policy, procedures, and guidelines.

d. **Other SJCCD Accessibility.** Subject to availability and SJCCD building use and other applicable policies and procedures, SJCCD will provide to students and employees

of the Sheldon ECHS reasonable access to all North Campus buildings, including the student center, Center for Academic Student Achievement tutoring center, disability services, career counseling, computer labs, library, bookstore, extracurricular activities, clubs, organizations, rooms for meetings, socialization, and cultural events sponsored by and/or associated with Sheldon ECHS. Access for facilities, services, and resources will be addressed by the Sheldon ECHS Advisory Council and SJCCD Dual Credit Office.

e. Student Identification. Sheldon ECHS students will have both a Sheldon ISD and SJCCD Identification Card, which provide access to the Sheldon ECHS Facility and the SJCCD ECHS Facility and resources available to students enrolled at these institutions. .

9. Sheldon ECHS Faculty.

a. Faculty for High School Courses. To teach high school level courses in Sheldon ECHS, Sheldon ISD instructors must meet State certification requirements in their subject area(s) to teach in the State of Texas and be designated as highly qualified. Sheldon ECHS instructors teaching non-college level courses will be selected based on previous teaching experience and success with a preference for those who have pedagogical and content expertise, have proven themselves successful in improving achievement with at-risk students, can model collegial vocabulary and behaviors, and have credentials to teach college courses. Sheldon ECHS instructors teaching non-college level courses will be supervised by Sheldon ISD. Sheldon ISD employees assigned to the Sheldon ECHS will be evaluated annually by Sheldon ISD according to Applicable Law, Sheldon ISD policies and procedures, and criteria established by the Texas Teacher Evaluation and Support System (or any successor system adopted by Sheldon ISD) and by the Advisory Council to the extent not in conflict with the foregoing.

b. Faculty for College-Level Courses. SJCCD shall be responsible for selecting instructors for all college courses. These instructors will be either

- i. regularly employed faculty members of SJCCD, or
- ii. part-time faculty that meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools-SACS-COC) who meet the approval procedures used by SJCCD to select faculty responsible for teaching the same courses on the college campus, or
- iii. high school faculty who meet those SACS-COC minimal requirements who are approved by SJCCD to teach college courses at the Sheldon ECHS campus.

SJCCD shall supervise and evaluate instructors of college courses taught to high school students using the same or comparable procedures used for faculty at the main campus of SJCCD. SJCCD shall ensure that a college course taught to early college high school students at the high school campus will be equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation to the same courses taught on the college campus.

c. Sheldon ECHS instructors teaching college level or dual credit courses must be employed SJCCD faculty members, meet the same standards of SACS for college-level instructors, including, without limitation, holding a Master's degree in their content area. SJCCD shall select its instructors who teach the college courses in which Sheldon ECHS students are enrolled based upon their previous experience and success in teaching freshman courses, developmental and accelerated courses, and dual-enrollment courses. When a college instructor from SJCCD is absent from teaching a college course to ECHS students at Sheldon ECHS, SJCCD is responsible, to the best of its ability, for ensuring that qualified substitute instructors employed by SJCCD conduct class. It is the responsibility of SJCCD to communicate with and secure substitutes and to ensure that substitutes have met the Sheldon ISD security clearance required of regularly scheduled SJCCD instructors of Sheldon ECHS students at the Sheldon ECHS Facility. SJCCD shall supervise instructors who teach the college courses in which Sheldon ECHS students are enrolled, including any adjunct faculty as described in Section 9.c, in accordance with SJCCD policies and procedures. SJCCD employees assigned to the Sheldon ECHS will be evaluated annually by SJCCD according to Applicable Law, SJCCD policies and procedures, and criteria established by the Advisory Council to the extent not in conflict with the foregoing. SJCCD will share data regarding the college instructors with Sheldon ISD.

d. Salaries of Sheldon ECHS Instructors. Each Party shall be responsible for the payment of the salary, benefits, and employment taxes of its respective employees performing services for or at the Sheldon ECHS. High school faculty teaching college courses during their normal workday at Sheldon ISD will be compensated by Sheldon ISD. SJCCD will pay Sheldon ISD its adjunct rate for college courses taught by high school faculty during their normal workday. High school faculty that teach as part-time faculty for SJCCD outside of their normal workday will be compensated directly by SJCCD.

e. Professional Development. Sheldon ISD and SJCCD have a history of cooperation in staff development to support P-16 initiatives to ensure student success throughout all academic transitions and institutions. The Gulf Coast Partners Achieving Student Success and the K-16 Bridge ("**Building a Bridge to Postsecondary Education**") are collaborative efforts between SJCCD and Sheldon ISD to create a "college going culture." The collaboration to create the Sheldon ECHS builds on that history of cooperation. In addition to common planning time during the day, SJCCD and Sheldon ISD will provide time for the Sheldon ECHS teachers, whether teaching non-college level courses or college level courses, to collaboratively create and implement a rigorous academic program. To ensure alignment, Sheldon ISD teachers assigned to the Sheldon ECHS will have the opportunity to meet with SJCCD faculty and observe instruction of college level courses in preparation for teaching pre-requisite courses not offered at SJCCD, and likewise, SJCCD instructors will have the opportunity to visit Sheldon ECHS classrooms taught by Sheldon ISD faculty to support college level rigor in prerequisite classes taught at the Sheldon ECHS. Professional development for cross-over learning and collaboration will occur throughout the academic year and will be planned by the Sheldon ECHS Dean of Instruction and the SJCCD Liaison. Such professional development can be facilitated by either Party and will include, but is not limited to methods for developing a college-going culture; orientation regarding the Sheldon ECHS mission, culture, support systems, student population, and performance measures; college transition activities; a common instructional framework; student expectations; and data analysis. Both SJCCD and Sheldon ISD will share in the

responsibility of assisting parents in preparing students for a “college going” and “college ready” culture. Additionally, members will become well-versed in the accountability metrics used by Sheldon ISD and SJCCD. Each Party shall also provide other professional development opportunities to its own employees in the same or similar manner as provided to its other professional employees.

10. **Student Recruitment and Selection.**

a. **Recruitment Efforts.** To secure the broadest applicant pool possible, each of the Parties will participate in a recruitment effort for the Sheldon ECHS by focusing on eighth grade students residing in the Sheldon ISD attendance zones. This recruitment process will include:

- i. The distribution of recruitment/admission packets to all 8th grade students residing in the Sheldon ISD attendance zones, as applicable to the Sheldon ECHS;
- ii. Meetings with all counselors and faculty members at Sheldon ISD middle schools to provide information regarding the Sheldon ECHS mission, target population, and recruitment process;
- iii. The establishment of a recruitment website that provides recruitment and admission information
- iv. Assemblies with all 8th graders attending school in Sheldon ISD
- v. The distribution of recruitment information to community organizations
- vi. Student/parent meetings that will be held on middle school and high school campuses to explain the opportunities and commitment required of Sheldon ECHS students; and
- vii. Development of recruitment and admission information presented in a bilingual mode to the extent possible.

b. **Admission Policies.** Admission to Sheldon ECHS will be limited to students who reside in the Sheldon ISD attendance zone applicable to the Sheldon ECHS, including Sheldon ISD middle schools or students who transfer from another ECHS. The Sheldon ISD and SJCCD recruitment teams will focus on at-risk students, historically underserved student populations, and first generation college students. Additionally, Sheldon ISD shall comply with all recruitment and notification requirements of Chapter 28 of the Texas Education Code. Students will be required to complete online or paper applications for both Sheldon ECHS and SJCCD. SJCCD and the Sheldon ISD will develop special college admission requirements to allow students to begin college credit coursework during the freshman

year. Students must meet established SJCCD admission requirements for each college class upon enrollment.

c. Student Enrollment. All Sheldon ECHS students will take the college placement exams as required by Applicable Law and meet the minimum score requirements as determined by SJCCD in order to enroll in SJCCD courses. The Texas Success Initiative (“TSI”) has set minimum passing college readiness standards for selected college entrance exams. Sheldon ECHS students must meet these standards utilizing TSI approved testing instruments for admission into college level courses. The Sheldon ISD Counselor, Shared Educational Planner and SJCCD Liaison will work to ensure students receive pertinent information regarding higher education, financial assistance, and assistance waivers for tuition and fees. Each Party will assist families as they complete initial application and enrollment in the respective organizations’ processes. SJCCD will assist with registration for all students who are qualified to enroll in SJCCD courses. Sheldon ECHS is a designated testing site for the college entrance exams selected by SJCCD and will facilitate initial and subsequent administrations of these assessments at no cost to students. Sheldon ECHS will also transport students to SJCCD for administration of the selected college entrance exams as needed.

d. Transportation. In order to facilitate participation by the target population defined for the Sheldon ECHS, Sheldon ISD will provide transportation of the Sheldon ECHS students zoned to C.E. King High School to and from the students’ places of residence to and from both the Sheldon ECHS Facility and the SJCCD ECHS Facility. Transportation will be provided in accordance with Sheldon ISD policy for all required school days based on the Sheldon ECHS instructional calendar, to include days when SJCCD is in session, but Sheldon ISD is not.

11. Course of Study; Curriculum

a. Courses of Study and Curriculum Alignment. Sheldon ISD and SJCCD will develop an articulated four-year course of study (grades 9-12) that meets the requirements of Applicable Law, enables Sheldon ECHS students to earn the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education Coordinating Board core curriculum (as defined by the Texas Administrative Code) or an Associate’s degree or at least 60 credit hours toward a baccalaureate degree during grades 9-12. The course of study provides a seamless transition for students from grade level to grade level, allows students to transition from a majority of high school classes in grades 9 and 10 to a gradual integration to college level classes during grades 11 and 12, supports students who matriculate to four-year universities, and represents high levels of rigor, acceleration, and support. The SJCCD Liaison and the Sheldon ECHS Dean of Instruction will be responsible for working with Sheldon ECHS faculty to develop and refine a clear and coherent academic program across the two institutions for curriculum alignment, as well as individualized intervention plans.

b. Course Compliance; Course Requirements; Monitoring. SJCCD and the Sheldon ISD will seek full designation as an Early College High School from TEA and THECB. Sheldon ISD shall be responsible for ensuring that high school curriculum courses meet the

requirements of the Texas Essential Knowledge and Skills (or successor TEA requirements) and that Sheldon ECHS students are able to meet all high school graduation requirements, including all End of Course examinations, while earning college credit. Sheldon ISD will be responsible for monitoring and ensuring the quality of instruction for high school credit courses offered at Sheldon ECHS. Sheldon ECHS students must meet all of the regular prerequisites for any college-level course, and SJCCD will assess each student for readiness to engage in any college-level course. Based on such assessment, the SJCCD Liaison and the Sheldon ECHS Dean of Instruction will determine which forms of assistance and intervention may be needed prior to a student's enrollment in a given college-level course. SJCCD is responsible for involving credentialed teaching faculty in the process of selecting and implementing college level courses. SJCCD will designate personnel to monitor the quality of instruction for college courses in order to assure compliance with Applicable Law, any accrediting authorities, and this Agreement.

c. College level courses will consist of curricula materials, instructional activities, method, rigor, and evaluation of student performance as required by SJCCD and Applicable Law for SJCCD non-Program students. College-level academic courses shall be identified in the current edition of LDACGM adopted by the THECB. SJCCD, in its sole discretion, may offer innovative, acceleration, and intervention courses for Sheldon ECHS students. SJCCD will ensure that college course goals and standards are understood.

d. High School Diploma and Degree. Within this framework, students may be able to earn the Distinguished Level of Achievement on their high school diploma and complete the Texas Higher Education Coordinating Board core curriculum, an Associate's degree, or at least 60 credit hours toward a baccalaureate degree during grades 9-12. Students will be encouraged to pursue a basic Associate's degree course of study as an Associate of Arts or Associate of Science. SJCCD will give credit for courses that are at a higher level than taught by the high school; that have been evaluated and approved by the SJCCD curriculum approval process and for which Course Articulation Agreements have been approved. Professional/career certification opportunities will be evaluated by the Sheldon ECHS Dean of Instruction and the SJCCD Liaison.

e. Instructional Materials. Sheldon ISD will provide all course materials, including, textbooks, syllabi, course packets, and other materials needed for enrollment in classes for high school graduation credit at no cost to the student. SJCCD will provide Sheldon ECHS students with any materials that it provides to non-Program students. The funding of materials is addressed in Section 14.c. of this Agreement.

12. Students

a. Student Composition of Classes. Sheldon ECHS students enrolled in SJCCD college level courses at the SJCCD ECHS Facility may attend classes composed of only Sheldon ECHS students or may attend classes with non-Program SJCCD students enrolled in the college-level class.

b. Academic Policies. The academic policies of Sheldon ISD shall apply to all students enrolled in the Sheldon ECHS. The academic policies of SJCCD shall apply to Sheldon ECHS students in SJCCD college-level courses.

c. Student Conduct. Sheldon ECHS students are required to adhere to Sheldon ISD Code of Student Conduct, policies, procedures, and regulations regarding facilities and equipment usage while at the Sheldon ECHS Facility and the SJCCD ECHS Facility and/or any Sheldon ECHS sponsored off-campus activities. Sheldon ECHS students are required to adhere to policies, procedures, and regulations regarding facilities and equipment usage and also the SJCCD conduct policies while at the SJCCD ECHS Facility and any SJCCD sponsored off-campus activity that is available to Sheldon ECHS students. The failure of any Sheldon ECHS student to comply with the policies, procedures, and regulations will subject the student to appropriate action taken by the Sheldon ISD and SJCCD, including suspension and dismissal from Sheldon ECHS. All disciplinary action, including suspension and dismissal from Sheldon ECHS shall be in conformity with the codes of student conduct of the Parties. In the event of a conflict between the policies of Sheldon ISD and SJCCD, the Parties will collaborate to resolve the conflict.

d. Safety.

i. Accidents/Emergency Incidents: Due to the reporting requirements of the Clery Act that apply specifically to higher education institutions, the following regulations must apply. If any Sheldon ECHS Program student, instructor, or administrator should experience an accident, sudden illness, or commit a law-violating behavior while on SJCCD property, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines. If any Sheldon ECHS student, instructor, or administrator should experience an accident, sudden illness, or commit a law-violating behavior while not on SJCCD property, the response to such incidents will be based on SISD policies, procedures, regulations, and guidelines. Accordingly, while on SJCCD property, the policies and procedures for building use, emergency response, and safety of both SJCCD and SISD shall apply.

ii. If any Sheldon ECHS student, instructor, or administrator should experience an accident or sudden illness while at the Sheldon ECHS Facility, the response to such incidents will be based on Sheldon ISD policies, procedures, regulations, and guidelines. If any Sheldon ECHS student, instructor, or administrator should experience an accident or sudden illness while at the SJCCD ECHS Facility, the response to such incidents will be based on SJCCD policies, procedures, regulations, and guidelines.

iii. Visitor Check-in. As a small learning community within the C.E. King High School campus, all Sheldon ECHS visitors and guests to the Sheldon ECHS Facility will be required to check-in through the Sheldon ECHS or C.E. King High School main reception areas and obtain a visitor pass including a safety check through the Raptor system. Additionally, the Sheldon ISD Police Department will have designated appropriate law enforcement to provide security to C.E. King High School, including Sheldon ECHS.

iv. Background Checks; Criminal History. All Sheldon ECHS personnel and SJCCD instructors and substitutes teaching at the Sheldon ECHS Facility will be required to undergo a criminal history check as per Sheldon ISD policy and procedures. In accordance with state mandated requirements, a criminal history check will be conducted for all persons who have regular contact with students, including all faculty, Sheldon ISD personnel,

and SJCCD personnel who have continual responsibilities with students located at the Sheldon ECHS Facility. Sheldon ISD will be responsible for ensuring that all Sheldon ECHS staff follows Sheldon ISD policies and procedures for this background check. The Sheldon ISD Personnel Services Department shall be responsible for completion of the required criminal history check for all Sheldon ISD employees. SJCCD accepts this responsibility, coordinated by the SJCCD Liaison, for all SJCCD employees and college tutors serving students of the Sheldon ECHS. SJCCD will ensure that SJCCD instructors and personnel working at the Sheldon ECHS Facility meet the requirements and follow the Sheldon ISD policies and procedures for the background check.

v. Reporting of Child Abuse and Criminal Activity. All members of Sheldon ECHS faculty and administration, as well as any other party connected to the Program, must comply with all Applicable Law regarding the report of any and all alleged child abuse, school-related crimes, and sexual molestation.

vi. Monitoring Students. SJCCD instructors and substitutes are responsible for adhering to Sheldon ISD safety procedures, policies, and guidelines during instruction that occurs at the Sheldon ECHS Facility. SJCCD instructions will not leave Sheldon ECHS students unattended during college classes scheduled at the Sheldon ECHS Facility.

e. Eligibility for Financial Aid. In addition to any financial support and assistance provided by the Parties as set forth in this Agreement, the Parties will collaborate on identifying third party sources of financial assistance, including, without limitation, state, federal, and other grants; fundraising efforts for the Sheldon ECHS; and partnerships with baccalaureate-granting institutions for scholarships to their institutions.

f. Accounting for Attendance. For the 9th and 10th grade portion of the Program, the Parties shall comply with the TEA Attendance Handbook attendance requirements and TEA accountability requirements for credit in high school courses. With respect to the 11th and 12th grade portion of the Program and any dual credit or college level courses, if required, Sheldon ISD will submit a request for applicable waivers to TEA to accommodate the SJCCD schedule for Sheldon ECHS students. Each Sheldon ECHS faculty member will take daily attendance and shall report such attendance for enrollment and funding purposes as required by Applicable Law. SJCCD instructors will maintain formal, accurate attendance records for Sheldon ECHS students and will provide such records to Sheldon ECHS upon request. As applicable, the Parties will refer to the TEA Guidance for Sheldon ECHS – Dual Enrollment Credit Attendance for documenting formal attendance taking procedures.

g. Grading Periods and Policies; Transcribing. Sheldon ECHS will follow the grading policies established by Sheldon ISD for high school and college courses entered on a Sheldon ECHS student's official Sheldon ISD transcript. SJCCD will follow grading policies established by SJCCD for college level courses entered on a Sheldon ECHS student's official SJCCD transcript. For college level courses, both high school and college credit shall be transcribed immediately upon a student's completion of the performance required in the course. College courses shall be transcribed in the same semester that credit is earned. SJCCD will report a letter or numerical grade based on the SJCCD grading scale to Sheldon ISD, which may adapt the grade as required to conform to Sheldon ISD policies and procedures. SJCCD will

provide approximate mid-term grade averages in addition to semester grades. Sheldon ECHS will provide SJCCD with a calendar that indicates when additional approximate grades are needed, and the Parties are responsible for establishing a system whereby SJCCD instructors who teach Sheldon ECHS students can quickly communicate with Sheldon ECHS staff when students are experiencing academic, behavioral or attendance problems.

h. Student Assessment. All Sheldon ECHS students are required to participate in required state exams (as per TEC Subchapter B, Chapter 39), as well as national and federal assessments, which will be administered by the Sheldon ECHS staff. SJCCD agrees to make accommodations in course scheduling and attendance so that Sheldon ECHS students are not penalized in their college credit courses for their participation in the required state, national and federal assessments.

i. Student Records. In accordance with Applicable Law, Sheldon ISD will maintain student records pertaining to students enrolled in the Sheldon ECHS and will provide SJCCD copies of the education records maintained by Sheldon ISD, including grades, progress, and other informational data on student assessment, promotion, retention, award of diplomas, and other student data necessary and advisable for SJCCD to perform its obligations under this Agreement. Data records include, but are not limited to, the number of credit hours attempted and earned, GPAs, state assessment results, SAT, ACT, PSAT scores, TSI readiness by grade level, qualifications of ECHS staff and SJCCD college instructors, location(s) where courses are taught, articulation data of high school students in four-year colleges/universities, completion rates, enrollment/retention rates, leaver codes, attrition rates, PEIMS and TAPR data, and student participation in activities at SJCCD. Likewise, in accordance with Applicable Law, SJCCD will maintain student records pertaining to students enrolled in the Sheldon ECHS that are taking the Program courses at an SJCCD Facility and will provide Sheldon ISD copies of the education records maintained by SJCCD, including grades, progress, and other informational data on student assessment, promotion, and retention and other student data necessary and advisable for Sheldon ISD to perform its obligations under this Agreement. Data records are those created during the time for which students are enrolled in the Sheldon ECHS and include, but are not limited to, the number of credit hours attempted and earned, GPAs, state assessment results, SAT, ACT, PSAT scores, TSI readiness by grade level, qualifications of ECHS staff and SJCCD college instructors, location(s) where courses are taught, articulation data of high school students in four-year colleges/universities, completion rates, enrollment/retention rates, leaver codes, attrition rates, PEIMS and TAPR data, and student participation in activities at Sheldon ISD and SJCCD. Notwithstanding the foregoing, the sharing of and access to education records for students participating in the Program do not apply to education records and data of individual students to the extent that such education records and data were not created as part of the student's participation in the Program and are attributable to non-Program courses taken after the student's graduation from high school. Both Parties will be responsible for maintaining Sheldon ECHS student education records and other records pertaining to the Program in conformity with the Texas Record Retention laws. Each Party designates the other Party as its agent with a legitimate educational interest in students' educational records for purposes of FERPA. Both Parties shall institute policies and procedures reasonably designed to ensure that its employees and agents comply with these and all other federal and state laws governing the rights of Sheldon ECHS students with respect to educational records, and shall protect student education records

against accidental or deliberate re-disclosure to unauthorized persons. The confidentiality requirements under this Section 12.i shall survive the expiration or earlier termination of this Agreement. Any violation of this Section 12.i will result in immediate revocation of the right of access to Sheldon ECHS student education records. SJCCD and Sheldon ISD agree to promptly notify the other Party of changes to the employment status of SJCCD and Sheldon ISD designees so that the person's data access can be de-provisioned accordingly. SJCCD will share with Sheldon ISD de-identified data regarding the Sheldon ECHS students enrolled in the Program in the aggregate for Program evaluation and compliance.

j. Student Support Services.

i. Communication and Planning. The Sheldon ECHS and SJCCD leadership will identify and develop procedures for collecting and sharing data between the Parties on a continuous basis in order to evaluate program effectiveness. The Advisory Council will also meet to analyze the data and focus on strategies for supporting student success. Both Parties will identify and implement measures to assist students who do not perform satisfactorily.

ii. Bridge Program. All incoming Sheldon ECHS students will begin preparing for success by participating in a mandatory bridge program, which will provide an intensive focus in core subject areas based on individual student needs, college entrance exam preparation, literacy skills, and introductory college readiness skills ("**Bridge Program**"). The Bridge Program builds the foundational academic and study skills needed for student success in rigorous college level courses. In addition to serving 10th graders and rising 9th grade students, the Sheldon ECHS Bridge Program will also support students in meeting TSI testing requirements and preparing for transition to the SJCCD campus in the 11th and 12th grades.

iii. Mentoring At SJCCD, students will receive support through supplemental instruction, SJCCD tutors, and/or additional sources identified. Support will be provided through a SJCCD faculty tutor that travels to Sheldon ECHS to support 9th and 10th grade college courses. Students in 11th and 12th grade will have access to on-campus and online student support services and tutoring support offered by SJCCD as needed.

iv. Counseling and Academic Support. To ensure academic success, the Parties will provide counseling and academic support services, as may be needed. Sheldon ISD will assign a counselor dedicated only to Sheldon ECHS who will provide academic and counseling support to the Sheldon ECHS students and their parents and work with the SJCCD Liaison in the areas of test preparation, remediation, and the development of an integrated support system for Sheldon ECHS students across the two institutions. The Sheldon ISD counselor and SJCCD Liaison will work to ensure students receive pertinent information regarding higher education, FAFSA, financial assistance, and assistance waivers for tuition and fees. The Sheldon ECHS and SJCCD will collaboratively develop and implement academic support services within the Program of study. SJCCD will also assign an educational planner to support Sheldon ECHS students. The responsibilities of the shared educational planner will be outlined and reviewed annually by a leadership team comprised of SJCCD and Sheldon ISD administrators with authority to make decisions on behalf of Sheldon ECHS. The shared educational planner will provide academic and career counseling to support the Sheldon ECHS

students and will advise students as to the transferability of their college hours. SJCCD will provide tutorial support to Sheldon ECHS students at the SJCCD Facility at a level commensurate with the academic support provided to other SJCCD students. The SJCCD Liaison assigned to Sheldon ECHS will work to inform the Sheldon ECHS administration of students with excessive absences and academic concerns in college-level courses prior to the end of a semester to provide interventions for success. All Sheldon ECHS students will be taught AVID college readiness strategies, and Sheldon ISD ECHS instructors will use AVID methodologies to support the acquisition of college readiness skills and the development of a college going culture. Through the use of AVID resources and strategies, students will cultivate academic behaviors critical for college success including organization, time management, note-taking structures, and individual and peer study skills. Students also will build “college knowledge” by learning about topics such as the college admission process and requirements, grade point averages, transcripts, degree plans, class registration, and college grading practices. As AVID trained teachers, the Sheldon ECHS staff will be prepared to fulfill the role of mentor/advisor for their students. Teacher mentors/advisors will meet individually with students to oversee their academic progress, monitor grading and matriculation decisions, and advise students on making positive post-graduation plans with the support of the counseling staff from Sheldon ISD and the SJCCD shared educational planner.

v. Outreach to Parents and Community. As an additional means of creating a college culture at Sheldon ECHS, the Sheldon ECHS staff will provide information and support to the parents and the community. The Sheldon ECHS staff will host college focused activities for students, parents, and community members in order to foster the growth of college and career awareness for all stakeholders. Examples of the activities offered may include, but are not limited to, college and career fairs, college major night, college field trips, advanced academics workshops, parent organizations, open house, parent and community newsletters, online resources, phone messages, and a parent workshop series aimed at developing “college knowledge.” All parent and community outreach activities will be offered in English and Spanish, to the extent possible, in order to serve the language needs of the community.

13. Program Evaluation; Reporting. The Sheldon ECHS Advisory Council will evaluate the effectiveness of the Program each academic year. The results of the evaluation will include data referenced in section 12(i) and will be reported at the end of each academic year. The Parties will collaborate to ensure that this evaluation satisfies all Applicable Law for the evaluation of K-12 schools, in addition to any other evaluative guidelines established for the Program. An annual report and other reports, as required, will be prepared and submitted to the TEA on the progress of the Sheldon ECHS under its purview. The Parties will cooperate on the preparation and submission of all reports on the progress of the Sheldon ECHS to be submitted to TEA (or its designees) and as may be required by the THECB. The reports will be provided to both SJCCD, Sheldon ISD, and others as deemed appropriate.

14. Fiscal Matters.

a. Rules for Charging Students. Students enrolled in the Sheldon ECHS will not be charged for costs associated with the Program for tuition and fees or required instructional materials or textbooks for enrollment in college courses, repeating a course due to failure,

administration of college placement exams, or fees required by SJCCD for other students enrolled in SJCCD. The Parties' respective obligations for covering or waiving fees and costs are set forth in Sections 14(b) through 14(d).

b. Tuition and Fees. During the Term, SJCCD will waive seventy-five percent (75%) of the tuition and fees for all Sheldon ECHS students enrolled in college-credit courses and all lab fees for courses that take place at the Sheldon ECHS Facility. Sheldon ISD will pay to SJCCD twenty-five percent (25%) of the tuition and fees associated with the college-level courses that support completing high school graduation requirements and either an Associate's degree or at least 60 credit hours toward a baccalaureate degree. Sheldon ISD will provide textbooks, instructional materials, or any costs associated with enrollment for current ECHS students enrolled in college courses at SJCCD. Notwithstanding the foregoing, SJCCD will waive 100% of the tuition for current ECHS students enrolled in EDUC 1300 or PSYC 1300 courses.

c. Textbooks and Instructional Materials. Sheldon ISD will assume responsibility for providing the required college-level texts and instructional materials to the Sheldon ECHS students enrolled in college-level courses. By May 1 of each year, SJCCD will deliver to the ECHS Dean of Instruction a complete list of textbooks, access codes, and instructional materials required for the following academic year, and SJCCD agrees that the list will remain unchanged for at least one academic year after it has been submitted to the ECHS Dean of Instruction. SJCCD will not require SISD to purchase duplicate instructional resources in multiple formats or electronic codes or devices that are not instructional in nature. SJCCD will collaborate with Sheldon ISD to provide options, such as renting textbooks, accessing free online materials, permitting vendor discounts through the campus bookstore, developing community partnerships for textbook scholarships, and subject to copyright laws, enabling Sheldon ECHS to copy course packets. For college courses taught at the Sheldon ECHS facility, SJCCD agrees to a three-year term of use for college textbooks if approved in advance by the SJCCD department chairperson. Newer editions of online components must be purchased if the older edition is no longer supported or available for purchase.

d. Fund Sources. Each Party is entitled to receive state funding based on current funding rules of TEA and THECB. Using local funds, Sheldon ISD is responsible for and will support the Sheldon ECHS day-to-day operational, instructional, and administrative costs, including administrative and staff salaries and benefits for Sheldon ECHS Dean of Instruction, counselor, and any other Sheldon ISD employees assigned to the Program; transportation costs; professional development costs; and other school related expenditures. Except as otherwise set forth herein, Sheldon ISD is responsible for all costs associated with the Sheldon ECHS Facility and SJCCD is responsible for all costs associated with the SJCCD ECHS Facility. Sheldon ISD will address any funding requirements for future technology needs of the Sheldon ECHS. SJCCD has agreed to provide administrative, instructional, and support services as set forth in this Agreement, as well as 70% tuition waiver (or 100% for the two courses listed in Section 14b). SJCCD and Sheldon ISD will explore additional funding sources such as community foundations, grants, fundraising through the SJCCD foundation office, and scholarships.

e. **Change in Funding and/or Applicable Law.** The Parties agree that in the event of any material change in the State funding of dual enrollment programs during the Term of this Agreement, the Parties will negotiate in good faith to amend this Agreement to adjust the funding arrangements to equitably accommodate such change. In the event that the Parties are unable to agree upon a written amendment to this Agreement encompassing a changed funding mechanism within forty-five (45) days of the State action effectuating the change in State funding, either Party may terminate this Agreement without penalty or any further obligation upon an additional ten (10) day written notice to the other Party.

f. **Fiscal Agent.** Sheldon ISD will act as the fiscal agent for the purposes of this Agreement. Under this arrangement, the Sheldon ISD will be the recipient of Sheldon ECHS funds and will be acting as the intermediary for the Sheldon ECHS.

15. **Release.** To the extent permitted by Applicable Law, Sheldon ISD agrees to and does hereby release SJCCD and its trustees, employees, agents, officers, and representatives from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of Sheldon ISD or its trustees, employees, agents, officers and representatives. To the extent permitted by Applicable Law, SJCCD agrees to and does hereby release Sheldon ISD and its trustees, employees, agents, officers, and representatives from any and all claims, losses, liabilities, damages, and debts arising from or caused by any act or omission of SJCCD or its trustees, employees, agents, officers and representatives.

16. **Insurance.** Each Party shall carry general liability insurance to cover against claims, liabilities, losses, and damages resulting from that Party's presence on the other Party's campus and property and participation in the Program under this Agreement. Each Party shall cause its insurance policy to contain a waiver of subrogation against the other Party. Each Party shall carry other insurance as that Party deems advisable to protect against claims or liabilities that may result from participation in the Program under this Agreement.

17. **Termination of the Agreement.**

a. **Termination for Cause.** Either Party may terminate this Agreement due to the default of the other Party. An event of default shall be deemed to have occurred if a Party commits a material breach of any provision of this Agreement. In the event of default, the non-breaching Party shall provide written notice to the other Party of the breach specifying the provision claimed to be breached. Except in the event of a default that threatens the health or safety of students in which the non-breaching Party may terminate this Agreement immediately, the breaching Party shall have thirty (30) days to cure such default. If the breaching Party fails to cure the breach within such 30-day time period, the non-breaching Party may terminate this Agreement upon written notice to the other Party and shall be entitled to any remedies available in equity or law for such breach.

b. **Termination for Convenience.** Either Party may terminate this Agreement for convenience and without cause or penalty and without further obligation upon sixty (60) days written notice to the other Party. In the event of termination for convenience, the Advisory Council will prepare an agreeable plan of dissolution in accordance with all Applicable Laws.

c. Termination Due to Change in Applicable Law. Subject to Section 14.e, either or both Parties may terminate this Agreement in the event that TEA fails to approve the Program for the next school year or that a change in Applicable Law poses a hardship on either Party in its performance under this Agreement or makes the obligations of either Party untenable. Termination for a change in Applicable Law or failure to receive Program approval shall occur at the end of the then current contract year or earlier as may be agreed by the Parties.

d. Effect of Termination. Should SJCCD or the Sheldon ISD terminate their participation in the Sheldon ECHS, they will agree to return any unspent funds and provide a complete accounting for all expenditures to the date of termination.

e. Discontinuance of Sheldon ECHS. Sheldon ISD and SJCCD agree to comply with the requirements of Applicable Law for discontinuing operations of Sheldon ECHS. During the teach-out period transitioning from full operation to the discontinued program, SJCCD and Sheldon ISD will continue to meet all of the required elements of an early college high school program and provide full support for all students enrolled in Sheldon ECHS. During the teach-out period, no new or additional students will be enrolled in Sheldon ECHS in grades that have been phased out. If Sheldon ECHS has only ninth and/or ninth and tenth grade cohorts, the Program will be closed down at the end of the school year in which the decision is made to discontinue operations. If Sheldon ECHS has eleventh and/or eleventh and twelfth grade cohorts, operation will continue through the graduation date for the eleventh grade cohort. During this time, services may continue to be offered for enrolled ninth and tenth grade students through scheduled graduation for the cohort(s); however, a continuation of services is not required.

18. Miscellaneous Provisions.

a. Amendments. This Agreement may be modified and amended only by written signed by both Parties, and any such modification or amendments shall be attached to and become a part of this Agreement.

b. Governing Law; Venue. This Agreement and the rights and obligations herein shall be performable under, governed by, and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions. The Parties irrevocably consent to the sole and exclusive jurisdiction and venue of the courts of Harris County, Texas for any action under this Agreement.

c. Relationship of the Parties. In the performance of their respective duties hereunder, the Parties hereto and their respective employees and agents, are at all times acting and performing as independent contractors of each other (notwithstanding the foregoing, employees of SJCCD and Sheldon ISD may teach college courses as adjunct professors of SJCCD or through some other teaching arrangement, if such arrangement is approved in advance by the Parties). No Party will have the authority to act for or bind another Party in any respect or to incur or assume any expense, debt, obligation, liability, tax, or responsibility on behalf of or in the name of another Party hereto. Neither party shall have control over the other party with respect to its hours, times, employment, etc. The Parties acknowledge and agree that no Party

will be liable for the activities of another Party, including, but not limited to, any liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind arising out of this Agreement.

d. No Waiver. No delay or failure by a Party in exercising any right, power or privilege under this Agreement or any other instruments given in connection with or pursuant to this Agreement will impair any such right, power or privilege or be construed as a waiver of or acquiescence in any default. No single or partial exercise of any right, power or privilege will preclude the further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

e. Assignment. Neither Party may assign its interest in the Agreement without the written permission of the other Party.

f. Entire Agreement. This Agreement constitutes the entire agreement of the Parties regarding the subject matter herein described. This Agreement supersedes all negotiations or previous agreements between the Parties with respect to the subject matter hereof. The Parties expressly acknowledge that in entering into and executing this Agreement the Parties rely solely upon the representations and agreements contained in this Agreement and no others. No subsequent change or modification of this Agreement is binding unless in writing and signed by the Parties.

g. Notice. All notices hereunder by either Party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, by overnight courier, or any manner permitted under the Texas Electronics Transactions Act, and shall be deemed to have been duly given when delivered personally, when deposited in the United States mail, postage prepaid, or when received addressed as follows:

If to Sheldon ISD: Name: King Davis, Jr.
 Title: Superintendent of Schools
 Address: 11411 C.E. King Parkway, Houston, TX 77044
 Telephone: 281-727-2006
 Email: kingdavis@sheldonisd.com

With a copy to: Name: Karen Gallow
 Title: Director of Advanced Academics
 Address: 11411 C.E. King Parkway, Houston, TX 77044
 Telephone: 281-727-2052
 Email: karengallow@sheldonisd.com

If to SJCCD: Name: Dr. Brenda Hellyer
 Title: Chancellor, San Jacinto Community College District
 Address: 4624 Fairmont Parkway, Suite 200, Pasadena, TX 77504
 Telephone: 281-998-6100
 Email: brenda.hellyer@sjcd.edu

With a copy to: Name: Dr. Pamela S. Campbell
 Title: Associate Vice Chancellor, Student Success Partnerships
 Address: 5800 Uvalde, Houston, TX 77049

Telephone: 281-991-2672
Email: pamela.campbell@sjcd.edu

or to such other persons or places as either party may from time to time designate by written notice to the other.

h. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

i. Severability. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

j. No Third-Party Rights. This Agreement is made for the sole benefit of Sheldon ISD and SJCCD and their respective successors and permitted assigns. Nothing in this Agreement will create or be deemed to create a relationship between the Parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

k. Counterparts. This Agreement may be executed in identical counterparts, all of which will be deemed an original, but all of which will constitute one and the same instrument. Each Party may rely on facsimile or electronic signature pages as if such facsimile or electronic pages were originals.


IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the Effective Date of October 1, 2016:

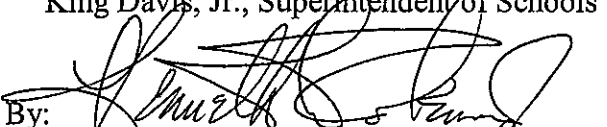
SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: _____
Dr. Brenda Hellyer, Chancellor

By: _____
Mr. Dan Mims, Chairman, Board of Trustees

SHELDON INDEPENDENT SCHOOL DISTRICT

By: 
King Davis, Jr., Superintendent of Schools

By: 
Ken Coleman, President, Board of Trustees

Action Item “XI”
Regular Board Meeting November 7, 2016
Consideration of Approval of Closure of Four Athletic Programs in
NJCAA Division 1 Sports: Men’s Basketball, Women’s Basketball,
Men’s Soccer, and Women’s Volleyball, Effective May 31, 2018

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the closure of four San Jacinto College Division 1 NJCAA athletic programs: Men’s Basketball, Women’s Basketball, Men’s Soccer, and Women’s Volleyball. Programs will be closed as of May 31, 2018.

BACKGROUND

The College has a rich athletic history and is proud of all that the student athletes have accomplished and the positive publicity they have brought and continue to bring to the College. Many have earned scholarships to continue their education, and some have achieved fame by participating in professional athletics. Our student athletes perform well in their academic studies, in intercollegiate competition, and in service to the community.

In looking toward the future, the College must focus on all students and their completion of degrees and certificates that lead to university transfer or into the workforce and great careers. Evaluating programs and repurposing resources to meet its strategic goals is a necessary part of the continuous improvement at San Jacinto College.

Facility needs and operating costs for six competitive athletic programs continue to grow. The Board has discussed these fiscal concerns for the past several years as the College conducted planning and determined current and future facility needs. The gymnasiums on each campus require significant capital improvements to make them the type of facilities needed for competitive athletic programs. A decision on such investments must be made as the current facilities continue to age and are in need of upgrade and renovation.

In addition, the College must consider the operating costs for six competitive athletic programs and determine whether or not these costs are sustainable for the long term.

IMPACT OF THIS ACTION

This action would discontinue athletic programs in four NJCAA Division 1 sports: Men’s Basketball, Women’s Basketball, Men’s Soccer, and Women’s Volleyball programs at San Jacinto College on May 31, 2018.

The College will continue programs in one men’s sport and one women’s sport: NJCAA Division 1 Baseball and NJCAA Division 1 Softball.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The athletics programs are not revenue-generating programs for the College. Currently, operating expenses for the six programs total \$2.6 million annually, affecting approximately 150 student athletes. These costs do not include facility operating costs. Additionally, the estimated capital improvement costs needed to either renovate a 50 year old facility or build a new smaller

Action Item “XI”
Regular Board Meeting November 7, 2016
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gymnasium for the Central Campus range between \$15 - \$20 million. Capital Improvements are also needed for the North Campus gymnasium. For the 2018-2019 academic year, resources that have funded Women’s Basketball, Men’s Basketball, Men’s Soccer, and Women’s Volleyball in the amount of approximately \$1.4 million will be reallocated to meet the College’s strategic goals.

The four impacted athletic programs currently have five faculty who receive release time for coaching activities and three faculty who receive release time for athletic director duties. Release time for coaching in these sports will be reassigned. Release time for athletic director duties will be redesigned.

Positions that are anticipated to be eliminated with the discontinuation of the programs are: one full-time interim staff coaching position, one student success coordinator/assistant coach position, and one athletic trainer position.

The College values our employees and will make every effort to continue their employment with the College in positions where there is demand and for which their education/training and skills prepare them.

MONITORING AND REPORTING TIMELINE

Periodic updates will occur during the 2017-2018 year as the programs move toward closure. Updates will be provided to the Board during the 2018-2019 budget and approval process.

ATTACHMENTS

None

RESOURCE PERSONNEL

Brenda Hellyer	281-998-6100	Brenda.Hellyer@sjcd.edu
Allatia Harris	281-459-7140	Allatia.Harris@sjcd.edu

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
NOVEMBER 7, 2016**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS

RFP 16-25		
Temporary Personnel Services (pgs. 2-4)	\$	-
RFQ 16-10		
Construction Technical Services Pool (pgs. 5-7)		<u>500,000</u>
TOTAL OF ALL BIDS		500,000

**II. PURCHASE REQUESTS,
SOLE SOURCE VENDORS,
COOPERATIVES, AND CONTRACT RENEWALS**

Purchase Request #1 -		
Commissioning Services for Central Campus Petrochemical, Energy and Technology Building (pgs. 8-9)	\$	66,000
Purchase Request #2 -		
Welding Trainers (pgs. 10-11)		96,172
Purchase Request #3		
Amend AECOM Contract for the 2015 Bond Program (pgs. 12-13)		-
Purchase Request #4 -		
Data Equipment (pgs. 14-15)		<u>60,000</u>
TOTAL OF PURCHASE REQUESTS		222,172
 GRAND TOTAL:		 <u><u>\$722,172</u></u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a contract for temporary personnel services with Meador Staffing Services and 22nd Century Tech.

BACKGROUND

A request for proposals, Project Number 16-25, was issued to procure temporary personnel services. Seventeen (17) responses were received and evaluated by a team of six (6) representatives from Human Resources, the Business Office, Aerospace Academy, and Information Technology (IT).

In order to maximize the resources available and best meet the College's needs, it was determined to make awards to two temporary service firms; one that specializes primarily in administrative staffing and one who specializes in IT related positions. These two areas constitute a large component of the need across the College for temporary staffing personnel. Based on the team's evaluations, it was determined that Meador Staffing Services was selected as the primary firm for general and administrative staffing needs. 22nd Century Tech was selected as the secondary firm for IT, technical, and other specialized areas. These firms will provide the best overall value and availability of temporary personnel to the College.

IMPACT OF THIS ACTION

The College's ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. Temporary personnel services provide the College with quicker access to trained and qualified employees who can perform job duties on an "as needed" basis. These services are needed primarily during temporary staffing shortages and campus registration to ensure there is no disruption of services to students and departments. The College has no established minimum number of work hours for temporary personnel.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual combined expenditure for this request is \$500,000. This expenditure is funded by the 2016-2017 operating budgets for the various departments which will utilize temporary personnel.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Proposal Tabulation and Final Ranking

**Purchase RFP #16-25
Regular Board Meeting November 7, 2016
Consideration of Approval of Temporary Personnel Services**

RESOURCE PERSONNEL

Stephen Trncak	281-998-6115	stephen.trncak@sjcd.edu
Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Genevieve Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Stated Criteria	Total Points Available	Meador Staffing	Burnett Specialists	Adecco	22nd Century Tech	Topp Knotch Personnel	Kelly Mitchell	Key Staff	Smith & Dean	Primary Services	Pro Staff	L.K. Jordan & Associate	A-1 Personnel of Houston	RADgov, Inc.	Certitech Staffing	Samiti Technology	Kingwood Personnel	Global Economic
Project Approach and Services	120	105	101	102	90	88	81	91	83	76	84	84	73	73	69	70	65	64
Qualifications and Experience of Firm	120	102	99	94	94	75	83	82	77	79	77	78	76	72	66	62	68	55
Qualifications and Experience of Personnel	120	101	97	87	89	76	86	80	80	74	64	79	81	61	84	64	60	66
Price Proposal	120	94	73	70	68	101	91	86	74	81	68	79	120	64	102	72	87	75
Relevant Talent Network	90	74	77	67	57	69	53	44	54	61	55	45	48	45	34	55	48	42
Business Questionnaire	30	27	25	27	24	22	22	23	22	20	26	19	21	23	16	18	20	17
	600	503	472	447	422	431	415	406	390	390	374	384	419	338	371	341	348	319
Total Points Received																		

Vendor Name	Total Score
Meador Staffing	503
Burnett Specialists	472
Adecco	447
22nd Century Tech	422
Topp Knotch Personnel	431
Kelly Mitchell	415
Key Staff	406
Smith & Dean	390
Primary Services	390
Pro Staff	374
L.K. Jordan & Associate	384
A-1 Personnel of Houston	419
RADgov, Inc.	338
Certitech Staffing	371
Samiti Technology	341
Kingwood Personnel	348
Global Economic	319

Note: Recommended firms are highlighted in yellow.
 Meador Staffing has the highest overall score.
 22nd Century Tech is the highest ranking firm that specializes in IT personnel.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a pool of construction technical services consultants and grant the administration the authority to enter into negotiations and contract with the most highly qualified firm on respective new construction, renovation, and infrastructure projects.

BACKGROUND

The 2015 Bond Program was approved by voters in November 2015. The program provides \$425 million to update infrastructure, security and technology, renovate existing facilities, and construct new buildings across all campuses. Construction-related technical services will be required for each of the bond projects as well as many construction and facility upgrade projects funded with operational funds that occur on an ongoing basis. Use of some or all of these professional services are required at all phases of a construction project. Because of the significant amount of technical service needs anticipated, it was determined the College would be best serviced by utilizing a pool of pre-qualified firms in each discipline in order to avoid potential delays on projects scheduled to be underway simultaneously.

A request for qualifications (RFQ), Project Number 16-10, was issued to establish a pool of qualified technical professional service firms from which to consider spanning nine separate disciplines. The RFQ was publicly advertised and forty four firms submitted their written statement of qualifications. These written responses were evaluated and ranked by a team consisting of six college administrators and staff. Based on the evaluation team's scores, it was determined that the needs of the College would be best served by approving a pool of firms from each discipline. Some disciplines are engaged more frequently for projects and/or for longer durations. In order to accommodate this increased demand in certain disciplines, a larger number firms are being recommended.

IMPACT OF THIS ACTION

Approval of this request will grant the administration authority to negotiate with the most highly qualified technical professional services firm for each project based on their best match of qualifications, experience, and applicable skills as determined by staff subject matter experts as well as consultants engaged by the College.

In accordance with Section 2254 of the Texas Government Code, which governs the selection process for professional services, the College will initiate negotiations with one firm at a time until a satisfactory contract can be reached between the parties.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

A separate contract will be issued with the firm on a per project basis. All contracts requiring Board approval will be brought forth individually. Expenditures for technical professional services will be funded through the project budget associated with each project.

MONITORING AND REPORTING TIMELINE

The award term for the pool of technical professional consultant firms will be for approximately five years which is concurrent with the anticipated duration of the currently assigned projects in the 2015 Bond Program.

ATTACHMENTS

Attachment 1 – Listing of top ranked firms

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**RFQ #16-10 Professional Services - Construction
Ranking Summary**

Building Commissioning Consultant (2)

1	ACR Engineering	91.08
2	BES/Terracon	85.00
3	Affiliated Engineer	81.25
4	Page	80.17
5	DBR Engineering Consultants	78.67
6	Rice & Gardner Consultants	78.08
7	Smith, Seckman, Reid, Inc.	76.42
8	Engineered Air Balance Co. Inc.	69.33
9	Zero/Six Consulting	64.92
10	Estes, McClure & Associates	62.50
11	Noresco	62.17
12	Infrastructure Associates	58.75

Civil Engineering (6)

1	Walter P. Moore	90.83
2	Pacheco Koch	83.17
3	Johnston LLC	80.58
4	IDCUS	79.92
5	Brooks & Sparks	79.83
6	Blackline Engineering, LLC	79.83
7	WGAnderson LLC	73.58
8	Gessner Engineering	69.42
9	Langan Engineering	68.75

MEP Engineering (5)

1	ACR Engineering	90.50
2	BES/Terracon	85.58
3	DBR Engineering Consultants	83.75
4	Affiliated Engineer	82.58
5	Rice & Gardner Consultants	81.00
6	E&C Engineers & Consultants, Inc.	80.83
7	Johnston LLC	77.92
8	Smith, Seckman, Reid Inc.	77.50
9	Estes, McClure & Associates	68.08
10	Infrastructure Associates	64.25

Structural Engineering (5)

1	Walter P. Moore	91.50
2	Ensign, Haynes, Whaley	88.00
3	ASA Dally Structural Engineers	87.67
4	Henderson Rogers Structural Engineering	86.92
5	BES/Terracon	85.25
6	Concept Engineers	79.00
7	Jaster, Quintanilla & Associates	76.50
8	Gessner Engineering	74.58
9	C3S, Inc.	67.33

Envelope Consulting & Testing (2)

1	Walter P. Moore	90.50
2	Apollo BBC	88.33
3	BES/Terracon	87.50
4	Raba Kistner	79.67
5	Smith, Seckman, Reid Inc.	78.58
6	Zero/Six Consulting	76.25

Environmental Services (2)

1	BES/Terracon	86.42
2	Tolunay-Wong	82.50
3	Kleinfelder	81.75
4	HTS Consultants	80.83
5	Raba Kistner	80.75
6	Geotech Engineering & Testing	77.75
7	QC Laboratories, Inc.	76.58
8	Ninyo & Moore	75.83
9	Langan Engineering	70.08
10	SSCI	67.00

Geotechnical/Materials Testing (2)

1	HTS Consultants	88.00
2	BES/Terracon	87.92
3	Fugro Consultants, Inc.	84.25
4	Geotest Engineering	84.25
5	Alpha Testing	83.50
6	Raba Kistner	81.08
7	Tolunay-Wong	81.00
8	Kleinfelder	80.58
9	Geotech Engineering & Testing	78.25
10	Paradigm Consultants, Inc.	77.92
11	QC Laboratories, Inc.	76.00
12	Ninyo & Moore	75.67
13	Gessner Engineering	74.50
14	Langan Engineering	71.08
15	C3S, Inc.	67.67

Testing and Balancing (2)

1	Engineered Air Balance Co. Inc.	74.17
2	Digital Air Control	74.08
3	Technical Air Balance, Inc.	73.42
4	National Precisionaire	68.17
5	Noresco	55.00

Note: Recommend firms are highlighted in yellow.

Purchase Request #1
Regular Board Meeting November 7, 2016
Consideration of Approval to Contract for Commissioning Services for
Central Campus Petrochemical, Energy and Technology Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees delegate authority to the Chancellor to approve a firm, based on staff recommendation, to provide professional design and construction commissioning services necessary to support the Center for Petrochemical, Energy, and Technology (Petrochem).

BACKGROUND

The Petrochem center, located on the Central Campus, is a 2015 Bond Program project. The building is being designed by IBI Texas architects and is in the design development phase currently.

A pool of technical professional consultants has been developed and is proposed for review and approval by the Board of Trustees at the November 7, 2016 meeting. Following review and subsequent action, the Chancellor will approve, based on staff recommendations, the firm deemed best suited to perform commissioning services on the Petrochem center project.

Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code and a pool of firms were screened, pre-qualified and approved for use on projects on an as needed basis.

IMPACT OF THIS ACTION

This action will result in successful third-party monitoring and oversight of the technical design and verification of operations of the systems incorporated in the Petrochem building project. In accordance with Section 2269.058 of the Texas Government Code, the College is required, independently of the construction manager-at-risk, to provide or contract with the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility. This action will provide an independent verification of the systems design and the actual installed performance of the systems in the building in relation to the designed intent and specifications.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure for this request is \$66,000. This expenditure will be funded by the 2015 Bond program as a project cost for the Petrochem center.

MONITORING AND REPORTING TIMELINE

All services are estimated to be completed within thirty (30) months from release to project completion. This project will be monitored by San Jacinto College Facilities Services personnel.

Purchase Request #1
Regular Board Meeting November 7, 2016
Consideration of Approval to Contract for Commissioning Services for
Central Campus Petrochemical, Energy and Technology Building

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	Bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	William.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	Ann.kokx-templet@sjcd.edu

Purchase Request #2
Regular Board Meeting November 7, 2016
Consideration of Approval to Purchase Welding Trainers

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve the purchase of two VRTEX® 360 Virtual Reality Arc Welding Trainers (VRTEX®) from the Lincoln Electric Company (L.E.) for the Welding Technology departments at Central and North campuses.

BACKGROUND

The VRTEX® trainers will help train our students on proper technique and muscle memory prior to working on live equipment. The VRTEX® training equipment includes patented features that will help our students understand the welding technics used in the petrochemical industry. The equipment includes the Surface Tension Transfer® process which is a proprietary Lincoln Electric process that controls current precisely and rapidly during the welding cycle. Additionally, the equipment enables students to differentiate and change sound according to welding position. The machine supports simulated pipe welding and multiple position welding, which helps to provide a realistic job preview. Procurement of this equipment supports hands-on instructional methods enabling students to obtain the necessary skills required for a welding career in the pipeline or petrochemical industry.

Lincoln Electric Company is a sole source provider of VRTEX® and is exempt from competitive bidding per Section 44.031(j) of the Texas Education code. Sole source number 1439 has been assigned.

IMPACT OF THIS ACTION

Unique features of this equipment include its flexibility of multiple welding processes and positions, which allows modification based on preferred welding program and style. The realistic features of welding puddle, welding sound, and magnetic tracking system aids in accurate measurements for student evaluation and improved classroom performance. Use of trainers in the classroom reduces the consumption of consumable material and environmental impact.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The purchase price for each trainer is \$48,086 for a total expenditure of \$96,172. The unit for Central Campus will funded with Perkins Basic Grant funds, and the unit for North Campus will be funded with 2015 Revenue Bond funds.

MONITORING AND REPORTING TIMELINE

Equipment will be received no later than March 2017.

ATTACHMENTS

None

Purchase Request #2
Regular Board Meeting November 7, 2016
Consideration of Approval to Purchase Welding Trainers

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	Bryan.jones@sjcd.edu
William Dowell	281-998-6122	William.dowell@sjcd.edu
Mike Harris	281-998-6134	Mike.harris@sjcd.edu
Jeffrey Parks	281-998-1806	Jeffrey.parks@sjcd.edu
Angela Klaus	281-998-6327	Angela.klaus@sjcd.edu

Purchase Request #3
Regular Board Meeting November 7, 2016

Consideration of Approval to Amend the AECOM Contract for the 2015 Bond Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends the Board of Trustees approve a change to the contract with AECOM in order to provide project information management system (PIMS) services for the 2015 Bond Program.

BACKGROUND

In an effort to provide secure and readily accessible project information for the 2015 Bond Program, it is proposed the College amend the contract with AECOM in order to provide access to and use of its cloud-based construction PIMS known as Proliance. The Proliance application is a construction enterprise management system that allows for development and tracking of the entire spectrum of activities needed to successfully manage a large capital improvement program.

The College proposes to amend the current contract with AECOM in order to utilize the Proliance PIMS application in lieu of the previously proposed eBuilder application, which was considered during the scope development for program management services. AECOM based its proposal on the ability to utilize the College's anticipated eBuilder application; but with the College's decision not to procure eBuilder, AECOM was subsequently asked to provide pricing for access to access its Proliance PIMS application.

IMPACT OF THIS ACTION

In order for AECOM to deliver the services for which they have committed, they require access to a PIMS. With the College's decision to not purchase eBuilder, AECOM offered a significantly lower cost solution by providing access to its internal application, which will allow similar functionality that would have been provided if the College had purchased a stand-alone system while taking advantage of program operation efficiencies associated with a program management software. Implementation and training for this application will be minimal as AECOM has internal resources fully versed in the functionality of Proliance. All team members assigned to the 2015 Bond Program will be provided licenses and all appropriate processes will be created in the application.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The fee for implementing and licensure of the Proliance application for the 2015 Bond Program are less than \$125,000. The fees Proliance PIMS will be managed entirely through AECOM. These expenditures are funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The Facilities Services department personnel will oversee implementation of this application and supported by the College ITS department. It is proposed that Proliance PIMS will be brought onboard during the early stages of the 2015 Bond Program with full implementation

Purchase Request #3
Regular Board Meeting November 7, 2016

Consideration of Approval to Amend the AECOM Contract for the 2015 Bond Program

reached sixty (60) days after activation.

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones

281-998-6343

bryan.jones@sjcd.edu

Purchase Request #4
Regular Board Meeting November 7, 2016
Consideration of Approval to Purchase Data Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve data and technology equipment purchases from Network Cabling Service (NCS) for the North Campus Center for Industrial Technology (CIT) facility, currently under construction.

BACKGROUND

At the June 6, 2016 Board meeting, \$300,000 was approved for expenditures with Network Cabling Services (NCS) for equipment and installation services for classroom and lab technologies, lecterns, conference rooms, and other audio visual equipment. The equipment and installation services align the requirements for the CIT building with the College's standards. This request is for an additional \$60,000. The prior approval did not cover purchase and installation of video surveillance equipment required in order for the College Police Department to monitor the building which is located across Uvalde. This additional request is also driven by the open ceiling design of the facility.

The purchase and installation of additional audio visual equipment and services will be procured utilizing The Cooperative Purchasing Network (TCPN) contract number R5168 awarded to NCS which complies with competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

The purchase of equipment and installation services is essential to fulfill the requirements as specified by the College security personnel to monitor this stand-alone facility and to address the additional installation cost in instructional areas due to building design.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The quote provided by NCS for the equipment and labor services was compared to other vendors as well as the manufacturer of the surveillance system and NCS's prices were approximately fifteen percent less than other suppliers.

The requested additional funds for the audio visual contractor NCS is \$60,000. This will bring the total Board approved amount to \$360,000. These expenditures will be funded by revenue bond funds.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Purchase Request #4
Regular Board Meeting November 7, 2016
Consideration of Approval to Purchase Data Equipment

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Rob Stanicic	281-998-6137	rob.stanicic@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Item "A"
Regular Board Meeting November 7, 2016
Approval of the Minutes for the October 10, 2016
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 10, 2016, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
October 10, 2016
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Others: Chet Lewis, Mandi Reiland, Steve Trncak
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:17 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 & 551.074, of the Texas Open Meetings Act	Adjourned to closed session at 5:18 p.m. Real estate - For the purpose of discussing the purchase or exchange of real property. Personnel Matters - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees. a. Chancellor Evaluation
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:53 p.m. Larry Wilson left the meeting after the closed session.
V.	Aspen Institute Interview	Brenda Hellyer explained the schedule for the Aspen Institute interviews. The Institute picked two days and gave specifics of who they wanted to interview. The Board is being interviewed on October 13, at 10:15 am. Brenda gave an overview of the interviewers.

		<p>She met with the Strategic Leadership Team (SLT) to put together some prep information for the Board. The SLT compiled the items that the Board has expressed in the past regarding the College vision and mission, and other pivotal items that the Board has provided guidance on and worked through. Brenda felt like she captured the Board goals in these documents. She mentioned that they should add any other items they would like but hopefully this gives them a good start.</p> <p>Dan Mims and Marie Flickinger mentioned that advising is an area that we need to look into and the prize money would help with that.</p> <p>Marie said that another game changer was the one college vision. Brenda explained that she will add this to the prep documents.</p> <p>We anticipate having a celebration with the College, because being named a top 10 institutions is a bid deal that deserves celebration.</p>
<p>VI.</p>	<p>Implementations of New Fair Labor Standards Act (FLSA) Changes</p>	<p>Steve Trncak gave overview of the implementations of the new Fair Labor Standards Act (FLSA) changes.</p> <p>He explained that a key provision of the FLSA is that all positions receive overtime pay unless they qualify for an exemption by meeting both of the following: specific tests regarding the nature of their job duties, and are paid on a salary meeting the minimum requirement. On December 1, 2016, the salary basis minimum will increase from \$23,660 to \$47,476.</p> <p>Approximately 150 positions could have been affected by the rule change. The Human Resources compensation team audited position descriptions and reviewed job duties to ensure compliance to the requirements defined in the Department of Labor standards for exemption. The compensation team met with the Strategic Leadership Team to review the positions that would be affected and classify them correctly. Compensation identified 77 employees affected by the audit rule change. The final positions affected are:</p> <ul style="list-style-type: none"> • 25 positions identified that should be non-exempt • 37 positions that are exempt, but are currently paid less than the new regulatory minimum • 15 positions that are exempt and paid above the regulatory minimum

		<p>All 77 affected employees will meet with their leaders in October and receive a letter explaining the changes resulting from the new regulations and Human Resources compensation audit. The letters have conveyed that pay adjustments are only being changed to meet federal regulations and are not a reflection of their performance or the value we place in their job.</p> <p>The Department of Labor Wage and Hour Division audits are unannounced and the investigator will select three positions of their choice for auditing. If they find an infraction in any those three positions, they can continue examining all positions until they are satisfied that the organization is in compliance. Infraction results in retroactive pay for all claimed overtime hours for the preceding two years plus an equal amount as punitive charge.</p> <p>The Board did not have any questions.</p>
VII.	Election Locations	<p>This item will be reviewed in more detail at a future Board meeting if needed. The only entity that has requested a campus location was the City of La Porte and La Porte Independent School District.</p>
VIII.	Presentation of the San Jacinto College Crime Statistics	<p>Chet Lewis gave overview of the San Jacinto College crime statistics. The annual campus security and fire safety report was distributed to the Board for review. We are in compliance with all requirements of the Clery act.</p> <p>Chet explained that there were a total of nine events in 2015. Eight of which were considered reportable and one was an unfounded crime.</p>
IX.	General Discussion of Meeting Items	<p>There were no additional items discussed.</p>
X.	Calendar	<p>Brenda reviewed the Board calendar.</p> <p>Dan mentioned that the past golf tournaments have been a success but it is time to start looking at other fundraising event opportunities. Brenda has asked people involved with planning to analyze this year's tournament and consider other options.</p>

XI.	Adjournment	Workshop adjourned at 6:40 p.m.
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**San Jacinto College District
Board Meeting Minutes**

October 10, 2016

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, October 10, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

Board of Trustees: Marie Flickinger
Brad Hance
Dan Mims, Chair
John Moon, Jr., Secretary
Keith Sinor, Assistant Secretary
Dr. Ruede Wheeler

Absent: Larry Wilson, Vice Chair

Chancellor: Brenda Hellyer

Others Present:

Amy Austin	Chet Lewis
Dean Barnes	Kevin McKisson
Rhonda Bell	Kevin Morris
Michelle Callaway	Catherine O'Brien
Pam Campbell	Alexander Okwonna
Teri Crawford	Jeff Parks
Suzanne DeBlanc	Bill Raffetto
Bill Dickerson	Denise Segelquist
Chris Duke	Shawn Silman
Kenneth English	Charity Simpson
George González	Debbie Smith
Rebecca Goosen	Danny Snooks
Allatia Harris	Janice Sullivan
Joseph Hebert	Rob Stanicic
Clare Iannelli	John Stauffer
Sallie Kay Janes	Steve Trncak
Michael Kane	Van Wigginton
Ruth Keenan	Laurel Williamson
Tami Kelly	Craig Zimmerman
Angela Klause	
Patsy Laredo	
David LeMaster	

Call the Meeting to order:	Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:00 p.m.
Roll Call of Board Members:	Marie Flickinger Brad Hance John Moon, Jr. Keith Sinor Dr. Ruede Wheeler
Absent:	Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Brenda Jones. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
Special Announcements, Recognitions, and Presentations:	<ol style="list-style-type: none"> 1. Chet Lewis recognized the Fiscal Affairs Department for receiving the Certificate of Achievement for Excellence in Financial Reporting. 2. Chet Lewis recognized the Purchasing Department for receiving the 2016 Annual Achievement of Excellence in Procurement Award. 3. Mark Johnson presented an update on Achieving the Dream Open Educational Resources grant progress.
Student Success Presentations:	<ol style="list-style-type: none"> 1. George González presented on an overview of summer headcount, retention, and success rates. 2. George González presented on an overview of the top 15 transfer institutions.
Communications to the Board:	<ol style="list-style-type: none"> 1. A copy of the most recent Houston Chronicle Opportunity News segment was at each Board members place.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	There were no citizens desiring to be heard before the Board.
Informative Reports:	Dan Mims indicated such reports were in the board documents.

- Motion 9741**
Consideration of
Approval of
Amendment to
the 2016-2017
Budget for
Restricted
Revenue and
Expenses Relating
to Federal and
State Grants
- Motion was made by John Moon, Jr., seconded by Brad Hance, for Approval of Amendment to the 2016-2017 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.
- Motion Carried.**
- Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler
Nays: None
- Motion 9742**
Consideration of
Adoption of Ad
Valorem Property
Tax Rate
- Motion was made by Keith Sinor, seconded by Dr. Ruede Wheeler, for Approval of Adoption of Ad Valorem Property Tax Rate.
- Motion Carried.**
- Yeas:** Flickinger, Hance, Mims, Moon, Jr., Sinor, Wheeler
Nays: None
- Motion 9743**
Consideration of
Policy 2-19:
Policy on
Electioneering –
Second Reading
- Motion was made by Brad Hance, seconded by Dr. Ruede Wheeler, for Approval of Policy 2-19: Policy on Electioneering – Second Reading.
- Motion Carried.**
- Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler
Nays: None
- Motion 9744**
Consideration of
Extension of the
Interlocal
Agreement with
the City of
Shoreacres to
Provide Security
and Police
Services at the
Maritime
Technology and
Training Center
- Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Approval of Extension of the Interlocal Agreement with the City of Shoreacres to Provide Security and Police Services at the Maritime Technology and Training Center.
- Motion Carried.**
- Yeas:** Flickinger, Hance, Moon, Jr., Sinor, Wheeler
Nays: None
- Motion 9745**
Consideration of
Approval of
Addendum to
Chancellor’s
Employment
- Motion was made by Marie Flickinger, seconded by Keith Sinor, for Approval of Addendum to Chancellor’s Employment Contract with San Jacinto College District.
- Motion Carried.**

**Contract with
San Jacinto
College District**

Yeas: Flickinger, Hance, Mims, Moon, Jr., Sinor, Wheeler
Nays: None

**Motion 9746
Consideration of
Purchasing
Requests**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for approval of the purchasing requests.

RFP 16-28	
Sign Language Interpreting Services	\$1,067,000
RFP 16-29	
Remote CART Services	80,000
RFP 17-01	
Turnkey Magazine Production Services	305,000
Purchase Request #1 -	
Purchase Audio Visual and Cabling Products	240,000
Purchase Request #2 -	
Renew the Printing Collaterals Contract	235,000
Purchase Request #3 -	
Renew the Charter Bus Services Contract	190,000
Purchase Request #4	
Method of Procurement for Central Campus Welcome Center	-
Purchase Request #5	
Method of Procurement for North Campus Cosmetology and Culinary Center	-
Purchase Request #6 -	
Method of Procurement for South Campus Cosmetology Center	-
TOTAL OF PURCHASE REQUESTS	\$2,117,000

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wheeler
Nays: None

**Motion 9747
Consent Agenda**

Motion was made by Marie Flickinger, seconded by Keith Sinor, to approve the consent agenda.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wheeler

Nays: None

Adjournment: Meeting Adjourned at 7:33 p.m.

Item "B"
Regular Board Meeting November 7, 2016
Approval of the Minutes for the October 3, 2016 Public Hearing

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the October 3, 2016, public hearing.

**San Jacinto College District
Public Hearing Minutes**

October 3, 2016

The Board of Trustees of the San Jacinto Community College District met at 6:00 p.m., Monday, October 3, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Public Hearing.

Board of Trustees: Marie Flickinger
Brad Hance
John Moon, Jr., Secretary
Dan Mims, Chair
Dr. Ruede Wheeler
Larry Wilson, Vice Chair

Absent: Brenda Hellyer, Chancellor
Keith Sinor, Assistant Secretary

Others Present: Teri Crawford
Chet Lewis
Mandi Reiland

Call the Meeting to order: Chair Dan Mims called the regular meeting of the Board of Trustees to order at 6:00 p.m.

Roll Call of Board Members: Marie Flickinger
Brad Hance
John Moon, Jr.
Dr. Ruede Wheeler
Larry Wilson

Absent: Keith Sinor

Presentation on the Proposed Tax Rate: Chet Lewis stated that if anyone watching is interested in details on the proposed tax rate presentation, the full video from the first public hearing is archived on the College's website.

The first public hearing was on September 26, 2016, and tonight is the second public hearing. The meeting to adopt the tax rate will be held on October 10, 2016.

Chet explained that the proposed 2016 tax rate is \$0.182379. These rates are per \$100 of taxable valuation.

The proposed 2016 Maintenance & Operations rate is \$ 0.129194, which is the same rate as the prior year rate. The proposed 2016 debt rate is \$0.053185 which is higher than the prior year due to the issuance of \$150 million of new voter approved debt offset by refinancing of debt.

**Public Comment
on Proposed Tax
Rate:**

There were no citizens desiring to be heard before the Board.

Adjournment:

Meeting Adjourned at 6:03 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2016-2017 which have been made in accordance with State accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees in August of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a viable document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

Approval of the budget transfers will allow the College to more effectively utilize existing resources in fulfilling its instructional objectives.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Chet Lewis	281-998-6306	chet.lewis@sjcd.edu
Mini Izaguirre	281-998-6347	mini.izaguirre@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The November 7, 2016 Board Meeting
 Budget Transfers Related to Fiscal Year 2016 - 2017

DISTRICT	ELEMENT OF COST	DEBIT	CREDIT
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	108,000	-
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	29,351	119,234
	PHYSICAL PLANT	7,179	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL	INSTRUCTION	26,590	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	9,830	53,551
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH	INSTRUCTION	2,000	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	5,415
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH	INSTRUCTION	-	5,128
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	5,293	4,915
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		188,244	188,244

These transfers reflect adjustments of budgetary allocations between campuses and departments.

RECOMMENDATION

Recommend Board approval of the following Affiliation Agreements:

Central Campus

Department

Associate Degree Nursing Program

Eye Care Technology Program

Affiliation Entity

Behavioral Hospital of Bellaire

University of Houston College of
Optometry

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

Wallisville Healthcare Inc. d/b/a
Legend Oaks Healthcare &
Rehabilitation Center

RATIONALE

The Affiliation Agreements were reviewed by the College's external legal counsel.

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney

Laurel Williamson

281-998-6184

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Item "F"
Regular Board Meeting November 7, 2016
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 12, 2016.